



CITY OF
West Linn

OREGON

CITY MANAGER

\$135,000 - \$160,000

Plus Excellent Benefits

Apply by

February 21, 2016

(open until filled)

PROTHMAN



WHY APPLY?



West Linn, Oregon, is located in the Portland metropolitan area at the north end of the productive Willamette Valley agricultural region. Bordered by the beautiful Willamette and Tualatin rivers, farmland and natural

areas, West Linn is known as the "city of hills, trees and rivers." Residents enjoy scenic views of the Willamette Falls and Mount Hood, and are in close proximity to many of Oregon's greatest attractions, such as the Cascade Mountains, Oregon Wine Country, the Columbia Gorge and the Oregon Coast.

West Linn enjoys high ratings for livability and safety. Awards and recognitions in 2015 include making the list of Money Magazine's Best Places to Live 2015; Family Circle Magazine named West Linn as one of the top 10 cities to raise a family; Only in Your State ranked West Linn as the safest and most peaceful place to live in Oregon; and West Linn was named the third safest city in the state by Value Penguin. Vibrant neighborhoods, community involvement, and award-winning schools make West Linn one of the finest residential areas in the state.

This is an excellent opportunity for an experienced public sector management professional to lead a team of talented and dedicated staff in providing excellent services to a community that takes pride in its exceptional quality of life.



THE COMMUNITY

West Linn is approximately 10 miles south of Portland, situated along the west bank of the Willamette River and north bank of the Tualatin River in Clackamas County. The City has a total area of approximately 8 square miles and a population of about 26,000. The median household income of West Linn residents is \$92,342.

The community takes great pride in its heritage formed around the Willamette Falls at the end of the Oregon Trail and in numerous annual events, including Movies and Music in the Park, The Great West Linn Outdoor Adventure, an Ugly Holiday Sweater Dash, a Community Tree Lighting, annual Street Dance, Locks Festival and an Old Time Fair. West Linn is situated at the junction of the Willamette and Tualatin rivers so waterfront activities are popular. Swiftshore Park and Willamette Park are just two of West Linn's 32 stunning parks, both of which are used year-round by fishermen, and, in the summer months, by swimmers and picnickers.

West Linn is served by the West Linn-Wilsonville School District which has an enrollment of approximately 8,400 students. Within West Linn, there are five elementary schools, one middle school, one charter school (grades 4th through 8th), and one high school, all of which have a reputation for exceptional quality and high standards. West Linn High School is ranked 5th in the state by US News & World Report Best High Schools. District SAT scores are among the highest in the state and approximately 90 percent of all West Linn-Wilsonville high school graduates go on to two- and four-year colleges.



THE CITY

Incorporated in 1913, the City of West Linn employs a Council-Manager form of government. The West Linn City Council consists of the Mayor and four Councilors who act as the board of directors of the City of West Linn municipal corporation. The Council sets policies for the City Government; enacts ordinances; and hires, directs and evaluates the City Manager and the City Attorney.

West Linn is a full-service City with an annual General Fund of nearly \$9.5 million, and an annual total budget of nearly \$59 million. The City's finances are stable as a result of careful forecasting and budgeting. There are 12 departments employing 127 FTE's. City departments include: City Management, Human Resources, Finance and Municipal Court, IT, Facility Services, Public Works & Engineering, Community Development, Police, Streets, Water, Wastewater & Stormwater, Parks & Recreation, and Library. The City's parks and library consistently rank among the best in the region. In 2004, West Linn became a partner in the Tualatin Valley Fire & Rescue (TVF&R).

THE POSITION

Appointed by and under the policy direction of the City Council, the City Manager is actively involved in planning, directing and coordinating the services of City departments and providing executive support and direction to department heads and staff.

Other responsibilities include:

- Guides and is responsible for City administration and operations in accordance with municipal

management principles, City ordinances, and applicable county, regional, state and federal laws.

- Directs the formulation and development of the City budget and establishes controls and programs, as necessary, to ensure the financial integrity of the City. Serves as the City's Chief Budget Officer.
- Serves as the principal advisor to the City Council on a variety of policy and administrative issues regarding budget, funding, developing features for effective management, long range planning, developing service oriented goals and programs, and fostering open and candid relations between the City government and the public.
- Prepares and submits to the Council a complete report on finances and administrative activities of the City for the preceding year.
- Assumes a leadership role in important community and regional matters. Serves as liaison between the City and civic groups, neighborhood representatives and private citizens, regional governmental agencies, and neighboring cities and counties.
- Directs City staff in the development of positive customer service perspectives and openness with regard to City activities, regulations and processes.
- Represents the City in negotiations in a variety of situations, including utility franchise agreements, labor negotiations, property management and other responsibilities.
- Works with department heads on special projects, such as the Water System Improvement project.
- Prepares agendas for City Council meetings and facilitates Council meetings and effective implementation of Council goals and interests.



OPPORTUNITIES & CHALLENGES

- Guide the City through the master planning of a major redevelopment around the Arch Bridge area, in accordance with the vision of the citizens and the West Linn Comprehensive Plan and regional heritage interests and goals.
- Negotiate with surrounding cities to maintain and develop as necessary regional infrastructure in a manner that does not place an unfair burden on West Linn.
- Create and maintain a culture that unites and empowers citizens and encourages meaningful citizen involvement.
- Address the issues of regional growth from the perspective of a small City that is largely built out as a bedroom community with limited ability to increase taxes.
- Monitor the Bolton Reservoir project to ensure that delivery meets the high quality standards West Linn citizens expect.
- Ensure West Linn's best interests are represented in the future management of the Stafford area, a 4,000-acre buffer of rolling hills and woodlands between the cities of Lake Oswego, West Linn and Tualatin. The cities are interested in maintaining the current rural buffer and in protecting citizens from the unreasonable cost to develop the area which has been driven by minority development interests.
- Represent West Linn's best interests in the completion of the controversial \$250 million Lake Oswego-Tigard (LOT) Water Treatment Plant project being constructed and operated in West Linn by Lake Oswego and Tigard. This continues to be a somewhat disruptive development in a quiet neighborhood of the City and requires close monitoring to ensure that contract provisions and Conditions of Approval are followed.
- Coordination with the Willamette Falls Legacy Project in Oregon City on the south side of the Willamette River which will provide public access to the Willamette Falls, the second most powerful waterfall in North America and an important Oregon and West Linn historical and cultural treasure.
- Support efforts to repair and reopen the Willamette Falls Locks. Once a pathway on the Willamette River for freight and recreation, the Locks were closed in 2011 by the U.S. Army Corps of Engineers. Representatives and advocates from a number of local and state agencies and stakeholders are working to

reverse the closure. In December 2014, the West Linn City Council unanimously passed a resolution urging the Corps to reopen the Locks and Council representatives and many West Linn citizens are actively participating in these efforts.

- Champion the City's efforts to redesign Highway 43 to advocate multimodal transportation (walking, bicycling, transit and vehicles) and facilitate likely jurisdictional transfer or management of the highway with the Oregon Department of Transportation (ODOT).
- Represent West Linn's best interest in future planning and development by ODOT to widen I-205 with critical interconnections in the middle of the City.
- Represent West Linn regarding governance issues and infrastructure development for wastewater treatment services of the Tri-City Service District in partnership with the cities of Gladstone, Oregon City and West Linn. Clackamas County is the governing body of the District and the County is considering a merger of the District with Clackamas County Service District No. 1.



THE IDEAL CANDIDATE

The City of West Linn is seeking an experienced manager and strong leader who understands all aspects of municipal government. He or she will be a City Manager who is forward-thinking with high professional standards and ethics. The new City Manager will be skilled in working with City Council members, both individually and as a corporate body, and in assisting reasonable consensus based on factual data and information.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The

new City Manager will also be an excellent listener working closely with City Council, City staff and the community.

The ideal candidate will be approachable and responsive, and must embrace effective community engagement and involvement in City affairs. Reaching out to citizens and inspiring community involvement and trust will be a high priority.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner and take a collaborative approach in providing City services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment. He/She will be a skilled practitioner and effective team player and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

EDUCATION & EXPERIENCE

- A bachelor's degree from a four-year college or university in public administration, business administration, or closely related field is required.
- A master's degree in a related field is preferred.
- Ten years of experience, with a minimum of five years of related experience as a City Manager, Assistant City Manager, or exempt level department head, is required.

- Experience with Oregon land use rules and regulations, and background in land use planning is desired.
- Or, any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- ICMA certification is preferred.
- The selected candidate must be bondable and pass an extensive background check.
- A valid Oregon driver license, or the ability to obtain one within six months of employment, is required.
- Residence within the City of West Linn is preferred.

COMPENSATION & BENEFITS

- **\$135,000 - \$160,000 DOQ**
- Medical, Dental, Vision
- Long Term Disability - \$4,000/mo
- 10 Holidays
- 15 Days of Vacation, 10 Days of Sick Leave
- 6 Days of Paid Management Leave
- \$50,000 Life Insurance
- Car Allowance and Cell Phone Allowance
- Flexible Spending Account
- Participation in Oregon PERS
- Deferred Compensation Plan
- Employee Assistance Program

Please visit:

www.westlinnoregon.gov



The City of West Linn is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 21, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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