



COQUILLE, OREGON

CITY MANAGER

\$100,000 - \$130,000

Plus Excellent Benefits

Apply by

November 24, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Framed by heavily forested hills to the north, south and east, and the Pacific Ocean to the west, Coquille offers unparalleled small-town charm, an abundance of scenic beauty in every direction, and rich opportunities for recreation and relaxation.

The City of Coquille is seeking a public sector professional who is committed to preserving and enhancing what makes this community special by leading it into the future. If you are looking to work with a dedicated staff to provide excellent public service for residents and visitors alike in an ideal place to live, work and play, this is the right position for you!

THE COMMUNITY

Located in Coos County in Southern Oregon, the City of Coquille is located 90 miles north of the California border and just 15 miles inland from the Pacific Coast. Incorporated in 1885, Coquille is home to 3,900 residents and has remained the county seat of Coos County since 1896. Bounded by the Coquille River to the south and the beginnings of the Coast Range to the east and north, the City of Coquille sits in the beautiful Coquille Valley. Being inland from the Pacific Ocean has a moderating effect on the City's climate, resulting in a much warmer and less windy summer than the neighboring cities of Coos Bay and Bandon.



The City of Coquille is an active and healthy community that promotes a small-town atmosphere, a friendly lifestyle and embraces a diversity of cultural, historic, eclectic and local resources through civic participation, local economic activity and the individual pursuit of happiness. The town's prime location along the Coquille River Valley offers many outdoor recreation opportunities on the waterfront including abundant fishing in the Coquille River, along with Laverne County Park, and miles of hiking and biking trails.

The surrounding area also offers an abundance of nearby beaches, ocean fishing, hunting, golf, antiquing, surfing, birding, mushroom picking and more. With all that it offers, Coquille remains charmingly undiscovered and unspoiled. For those looking to stay inside, Coquille is known as a place of rich history and entertainment. Residents and visitors enjoy the famous Sawdust Theater, where audiences cheer for the hero and boo to the villain, and the Coquille Valley Art Association, which offers exhibits and classes for artists of all skill levels.

Coquille also boasts an excellent hospital and emergency care facility, quality education provided through the Coquille School District, a Community Center with a pool that is open for swimming during the summer, and the Rivers Edge RV Park, which has 54 spaces overlooking the Coquille River.

THE CITY

Operating under a Council/Manager form of government, the City has six council members who are elected at at-large for four-year staggered terms, and a Mayor, who presides at the City Council meetings, and is elected at-large for a two-year term. The Mayor and City Council appoints the City Manager, City Attorney and City Judge.

The City Manager appoints and removes the Finance Director, Public Works Director, Police Chief, Fire Chief, and the Library Director. In addition to the help they receive from their appointed staff and employees, the Mayor with the consent of the City Council appoints the members of 8 advisory boards and commissions that assist the City Council. Nearly 30 Coquille citizens serve on these boards and commissions and make a valuable contribution to the City of Coquille.

The City of Coquille provides a full range of municipal services, including police and fire protection, parks and recreation facilities/activities, streets, planning, a library, and general administration services on a 2019-2020 budget of \$16,463,291 with 28 FTE's. The City also operates the water and wastewater utility systems.

THE POSITION

Under the general direction of the City Council, the City Manager is the Chief Executive Officer of the City of Coquille. The City Manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions.



Other responsibilities include:

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Prepares and administers the fiscal year city budget for approval by the budget committee and council.
- Represents the city and the city's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote the city's and region's interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; and prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
- Maintains positive public relations with customers and is responsive to customer needs.

OPPORTUNITIES & CHALLENGES

Water Turbidity

The City of Coquille is experiencing a severe turbidity problem with its raw water supply, which is hampering the proper operation of the water treatment plant. Developing a plan for resolving this issue, in consultation with public works staff and City engineers, will be one of the initial top priority items for the new City Manager. Together with developing a plan for addressing the turbidity problems, the City Manager must also prepare a budget, identify potential financing resources, secure funding, and ensure that the required improvements to the water treatment facilities are made.

Rate Increases

In addition to needed capital improvements, the water and sewer utilities are facing impending revenue shortfalls. Additional money will be necessary for the City to continue to properly operate and maintain those treatment, collection, and distribution systems. Securing the required funds will necessitate significant increases in water and sewer rates. The City Manager will be responsible for calculating the amount and timing for those rate increases, and will be expected to take the lead in explaining to the citizens and utility customers why those utility rate increases are essential for ensuring an adequate supply of clean drinking water and protecting the health, safety, and welfare of the citizens of Coquille.

City Owned Property Opportunities

The City of Coquille owns a significant amount of land, including the vacant former Georgia Pacific mill site, the former Jefferson School site and buildings, and numerous other properties. The City Manager will be expected to take the lead in preparing the necessary plans and marketing these properties in a manner that will enable and encourage their redevelopment by the private sector for commercial and industrial uses, job creation, and/or related economic development purposes such as the provision of workforce housing.



Urban Renewal Plan

An Urban Renewal District was formed and has been administered by the City of Coquille for many years. The City Council serves as the Urban Renewal Agency, with the City Manager functioning as the Urban Renewal Manager. Since its formation, the Urban Renewal District has undertaken a number of projects, including operating a Façade Improvement Program to provide financial aid for businesses and property owners who rehabilitate buildings within the District. Over the last several years, a significant amount of Urban Renewal reserve funds have been accumulated. The City/Urban Renewal Manager will be responsible for reviewing the Urban Renewal Plan, making recommendations regarding possible amendments to that Plan, and budgeting for the expenditure of Urban Renewal funds to accomplish its goals and undertake needed economic development and community improvement projects.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. Candidates must have a track record of progressively responsible municipal management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. An advanced degree in a related field, and five (5) years of experience as a City Manager or Administrator is preferred.

Necessary Knowledge, Skills & Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and the public.
- Willingness to keep the Mayor and City Councilors continuously informed, advised, and updated in writing and verbally regarding the City's financial condition and all of its various ongoing and proposed plans, projects, and activities.
- Must be a strong leader who can provide effective direction and inspiration to City employees as necessary to successfully implement the decisions and policy directions of the Mayor and City Council.
- Ability to prepare and administer the annual City Budget in accordance with Oregon's local budget laws.

- Knowledge and familiarity with Oregon statutes, laws, and regulations, particularly as they apply to municipal government finance and operations.
- Knowledge of labor relations, and experience negotiating collective bargaining agreements.
- Understanding of how Urban Renewal functions in Oregon, and the ability to move the City's Urban Renewal program forward to accomplish its goals, and get its projects undertaken and completed.
- Expertise and ability to plan and implement a variety of projects to promote economic development and job creation in Coquille.
- Along with the Mayor and City Council, the City Manager serves as the "face" of City government. The City Manager must therefore help instill public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, the Chamber of Commerce, the Coquille Valley Hospital District, the Coquille School District, and representatives of various other City, County, State, and Federal agencies.
- Must be civic minded and able to integrate himself/herself into the community. The City Manager will therefore be expected to appropriately "circulate" throughout the City and the business district, and regularly and willingly participate in various local events, organizations, and activities.
- Knowledge and experience in negotiating real property sales, purchases, and transactions.
- Expertise in preparing applications and securing grants, loans, and other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- Understanding of water and sewer utility systems, treatment plant operations, and utility rate structures.

- Must be able to ensure the timely completion and submission of required financial reports and annual audits.
- The next manager will be approachable by all citizens, staff and Council, and will communicate effectively, with honesty and transparency. He or she will establish and maintain effective working relationships with other employees, the Mayor, the Council, and the public by getting out into the community to meet residents and understand their needs.

COMPENSATION & BENEFITS

- **\$100,000 - \$130,000 DOQ**
- Medical, Dental, and Vision Insurance
- Long-Term Disability
- Oregon PERS
- 457 Deferred Compensation Plan
- 11 Paid Holidays
- Sick Leave
- Generous Vacation

Please visit:
www.cityofcoquille.org



The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 24, 2019** (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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