



City of Toledo, Oregon

# CITY MANAGER

**\$90,000 - \$125,000**

*Plus Excellent Benefits*

*Apply by*

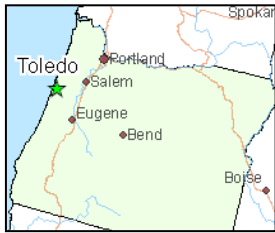
**February 2, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



## TOLEDO, OREGON



The City of Toledo is located in Lincoln County, Oregon at the base of the Coast Range, seven miles inland from the Pacific Ocean. The city is framed by forested foothills and the

Yaquina River system, both of which have contributed greatly to the city's historic growth as a timber town and port city. US Highway 20 passes through the northern part of town, while Business Highway 20 connects with the historic downtown shopping district. The city covers nearly 2,000 acres and is home to 3,580 residents. Set back from the ocean, the community enjoys warmer and sunnier weather than many of the nearby coastal communities.

Toledo's downtown boasts many art galleries and studios and a unique collection of independent businesses and restaurants that make the city an interesting and unique place to visit. Local organizations also host several annual events including the Toledo Summer Festival which has a parade, logging show, carnival, dances, and a large fireworks display, Trick or Treating on Main Street, and a Christmas tree lighting celebration and holiday party each year.

Located near the Main Street's shopping and restaurants, Toledo's Public Library, Skate Park, Public indoor pool, City Park, and a hiking trail offer great family activities and recreation. The area also boasts a nine-hole Disc Golf course, and the Oregon Coast Aquarium, just 15 minutes west in the City of Newport.



## THE CITY

Operating under a Council/Manager form of government, the Toledo City Council is comprised of a Mayor, elected to serve a two-year term and six Council Members, each elected to serve four-year terms. The City Council is the policy-making body of the City and serves as the link between the residents of Toledo and their municipal government. It is responsible for enacting and amending City laws, adopting the City's Budget, appointing citizen boards, committees and commissions and providing guidance and direction for actions which affect the quality of life in Toledo. The City of Toledo provides a full range of municipal services, including police and fire protection, general administrative services, finance, planning, a library, and public works on a 2019-2020 budget of \$17.9 million including a General Fund of \$4.8 million with 44.23 FTE's.

## THE POSITION

The City Manager is appointed by the City Council, acts as the Chief Executive Officer, and is charged with overseeing the daily operation of the City. The City Manager advises the City Council on policies and implementing Council goals and directives.

### Other responsibilities include:

- Attend all meetings of the council unless excused by the council or the mayor.
- Keep the council advised of the affairs and needs of the City.
- Make annual reports, or more frequently if requested by the council, about the affairs and departments of the City.
- Responsible for the enforcement of ordinances.
- See that all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Appoint, discipline and remove personnel, except appointees of the mayor or council.
- Supervise and control the city manager's appointees in their service to the City.
- Organize and, as necessary, disband and reorganize the various city departments.
- Prepare the annual budget for transmittal to the council.
- Supervise all purchasing.
- Supervise the operation of all City-owned public utilities and City-owned property.



## OPPORTUNITIES & CHALLENGES

1. The City of Toledo currently has a robust budget. However, with increasing costs and normal wear and tear on City facilities and infrastructure, the City Council can envision a future point in time when expenses could eventually outpace revenues. In addition to preparing the normal annual fiscal year budgets, the City Manager is expected to take a long-range view of the City's needs, and develop fiscal policies and plans that will ensure that the City will remain in a financially stable and able to meet the needs of the community well into the future.

2. The Public Works Director's position recently became vacant. To ensure that the position is filled with the most qualified and suitable candidate possible, the City Council and the Interim City Manager have decided to wait until the new City Manager is appointed before filling the position. One of the first major assignments will therefore be soliciting and reviewing applications for a new Public Works Director, and hiring the most qualified individual possible to serve in this critical position.

3. Earlier this year, the City Council approved a Mutual Agreement & Order (MAO) with the Department of Environmental Quality for the City's sewer system. Primary issues involve excessive inflow and infiltration (I&I) into the collection system, and various problems with the wastewater treatment and effluent discharge. The Order outlines improvements the City will make to the sewer system over the next few years and settles fines for violations over the last several years. One of the initial major assignments for the new City Manager will be to move forward with completing the preparation of a financing package to pay for the needed improvements, and take an active lead in implementing the plans to make sure that the needed improvements are made within the next two years.

4. As is typical in small cities and towns across the Nation, the City of Toledo is facing severe shortages in affordable workforce housing, including both rental and owner-occupied stock. Lincoln County is currently preparing a plan to address these housing needs, and it is expected that the new City Manager will follow up with preparing a workforce housing plan to meet the specific needs in Toledo, and move forward with implementing that plan to increase the availability of suitable and affordable housing to meet the needs of Toledo's current and future workforce.

5. The City of Toledo's Public Safety Building is in critical need of being upgraded and refurbished. The new City Manager will be expected to formulate a financing plan to secure the required funding, and to take the lead in ensuring that the needed improvements are made to those facilities.

6. The City of Toledo is in the initial planning stages for the potential development of a Biosolids Incineration Facility, which is envisioned to serve not only Toledo itself, but also function as a regional center that will help address the biosolids disposal needs of surrounding communities and treatment plants. The new City Manager will be expected to work with the Mayor and City Council to complete the feasibility analysis, seek out potential financing resources, and move the project forward if it proves to be a viable undertaking.

## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. While not required, it is preferred that candidates have at least five (5) years of experience as a City Manager or Administrator. It is preferred but not required that the new City Manager will live within the City of Toledo or its Urban Growth Boundary.

### Preferred Knowledge, Skills and Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and 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 the current status of all ongoing and proposed plans, projects, and activities of all sizes, large or small. Must be respond quickly to requests from the Mayor and City Councilors for information and details on various issues and projects.





- Ability to provide firm and effective guidance to the City Council, and be very clear regarding specifically what the City Manager is recommending on all items that come before the Council.
- Must be a strong leader who can clearly communicate with City employees, and provide effective direction and inspiration to those 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. Must maintain familiarity with the various details in the City Budget, and always consider and plan for the long-term budgetary needs of the various City Departments.
- Although a wide variety of major retail services and shopping opportunities are readily available in nearby larger metropolitan areas, Toledo itself is a small, close knit community. The City Council is therefore seeking a City Manager who is a "small town" person who is prefers to live, work, and play in a small town, and will be able to integrate into the fabric of the community.
- The City Manager must help instill and maintain public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, and a wide variety of other City, County, State, and Federal agencies.

- Knowledge of labor relations, and experience negotiating collective bargaining agreements.
- Experience in preparing applications and securing grants and loans, issuing municipal bonds, and utilizing other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- The City of Toledo owns and operates water and sanitary sewer utility systems. The City Manager must therefore have a thorough understanding of water and sewer utility distribution and collection systems, treatment plant operations, and utility rate structures.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

#### COMPENSATION & BENEFITS

- **\$90,000 - \$125,000 DOQ**
- Employer paid 100% premium for medical, dental and vision plan
- The City paid employer and employee contribution to Oregon PERS
- The City paid premium on group term life insurance policy
- Cell phone and Personal Vehicle allowance
- Ten paid holidays plus one personal holiday
- Vacation Leave accrued at eight (8) hours per month for the first four (4) years of service
- Sick Leave accrued at eight (8) hours per month
- Management leave accrued at 3 1/3 hours a month

**Please visit:  
[www.cityoftoledo.org](http://www.cityoftoledo.org)**

The City of Toledo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 2, 2020** (First review, open until filled). Applications and materials will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**" followed by "**City Manager – City of Toledo, OR**" and follow the directions provided, or visit **[www.prothman-jobboard.com/ViewJobs.aspx](http://www.prothman-jobboard.com/ViewJobs.aspx)**.



**[www.prothman.com](http://www.prothman.com)**

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