



CITY MANAGER

\$125,000 - \$140,500

Plus Excellent Benefits

Apply by

March 8, 2020

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



The City of Monmouth seeks a new City Manager to lead an energetic staff and committed, engaged Council as it develops its reputation as a community of choice for small town life with opportunities for education, employment, recreation, innovation and true sense of community. The new City Manager will inherit a stable, well-managed, and financially sound institution that is moving forward on multiple fronts. To be successful, Monmouth’s next City Manager must both respect the town’s rich history and be able to advance its brand in a rapidly changing environment.

THE COMMUNITY

Located in the heart of the 150-mile-long Willamette Valley, the most populated region in Oregon, the City of Monmouth is surrounded by ample opportunities for employment, education, and recreation in a close-knit, small town community founded by a group of Christian pioneers with the intent to build both a city and college based upon Christian principles. Despite being in the heart of wine and hop country with many craft breweries and distilleries in the area, at one time, Monmouth was the last “dry” town on the West Coast. The City prohibited the sale of beer and wine until 2002 and the sale of hard liquor until 2010.



Home to Western Oregon University, the University’s 5,000 students and residents alike enjoy small college town amenities and entertainment experiences. With a diverse population of 9,920 residents both at the University and in the area, Monmouth is regarded as an Inclusive City, showing respect for all. The City is known for having a highly educated population, with 88% of Monmouth’s residents having some college education and a City library that is among the most used in the state. As the largest employer in the community, WOU encourages its visitors to walk through the historic and vibrant college campus, witness the arts through music, theater, dance, and art exhibitions, or cheer on one of the WOU’s many sports teams.



In recent years, the City has successfully ignited the downtown’s transformation through redevelopment efforts promoted by a strong Monmouth Business Association, Chamber of Commerce and the Monmouth Urban Renewal Agency. The Urban Renewal Agency will become an increasingly important partner in the downtown’s redevelopment during the next five years.



Today, downtown Monmouth has more variety, including an abundance of locally owned and chain restaurants, a fitness club, wine tasting rooms, coffee shops, boutique clothing and gift shops and various service providers, each of which are active into the evening hours.

During the summer, the City's Main Street Park is an extremely popular destination. During the 4th of July Festival, the community celebrates together and enjoys a mini-marathon and mini-parade for the kids, followed by a grand parade, tennis tournaments, a vintage car show, music, dance, and theater performances, crafting stations for kids, and all-day food and craft vendors. The park's outdoor amphitheater is a community favorite as it hosts weekly music in the park events. Throughout the year, the park is enjoyed for its relaxing water fountain, picnic tables and covered gazebo, and children's play areas.

For those looking to explore beyond the City's borders, every direction offers unique entertainment adventures. Only an hour drive to the west is the Pacific Ocean, while a 20-minute drive northeast takes you to the state capital, Salem, which has a variety of restaurants, theatre, golf courses and shopping opportunities. An hour drive north, the City of Portland offers an international airport, chain and boutique hotels, exceptional food options, and plenty of shopping. Adjacent to Monmouth, the City of Independence hosts a variety of restaurants, the Independence Cinema, and Heritage museums. Just 3 miles east of Monmouth, the Willamette River offers wildlife viewing, fishing, and nearby river view parks.

THE CITY

Founded in 1856, the same year that Western Oregon University was founded, the City of Monmouth operates under a Council/Manager form of government. The City Council is made up of the Mayor elected for two-year terms and six Councilors elected for four-year terms. The City provides a comprehensive array of utility services including the City's own power and light company, and water, sanitary sewer, and storm water services. Monmouth also shares a consolidated fire department, school district, and a joint Chamber of Commerce and Visitors' Center with the adjacent City of Independence. The two cities also co-own the Monmouth Independence Network (MINET); a local telecommunications network delivering high-speed Internet access, digital (HD) television and telephone to Monmouth and Independence.

A City-owned Senior Center draws visitors from around the mid-Willamette Valley, and has grown steadily through the years. Today, the Senior Center provides a friendly, positive place for more than 300 members to gather for classes, activities, and trips, as well as services and resources that meet the needs of older adults.

The City's departments include Management & Finance (including Municipal Court), Police, Library, Senior Center, Community Development, Building, Public Works (including Parks, Water, Sewer & Street), and Power & Light. Services are provided by 58 FTEs on a FY2019-20 budget of \$36,509,657.



THE POSITION

Working under the guidance and direction of the Mayor and six City Council members, the City Manager serves as Chief Administrative Officer of the City of Monmouth, and is responsible for leading, planning, directing, and coordinating all City Departments. The City Manager attends and participates in all regular and special meetings of the City Council and supports the Council goals by engaging departments and/or staff to advance the goals.

A Sample of Position Responsibilities Include:

- Attend and participate in all regular and special meetings of the City Council.
- Support the Council goals by engaging departments and/or staff to advance the goals.
- Work with department heads to establish annual department priorities.
- Act as the City's Human Resource Manager. Monitor personnel policies and procedures, resolve employee grievances, and participate in union contract negotiations.
- Periodically review and examine the City organization and operating procedures to effect greater economy and efficiency in departmental management.
- Serve as City Budget Officer. Direct operation of City-owned public utilities and operations through appropriate staff.
- Be responsive to citizen inquiries, complaints and Council requests in a timely manner.
- Represent the City with local, state and federal agencies; serve on boards and committees; enlist the resources of other agencies to benefit the City; and develop good working relationships with other local government agencies.
- Nurture and maintain good public relations throughout the community and maintain high visibility and profile in the community.
- Work with the city Boards and Commissions and Monmouth Engaged groups
- Promote a culture of customer service with city policies and employees.
- Work with the City Council to create a vision and implementation plan for the future growth and development of the City of Monmouth.

OPPORTUNITIES & CHALLENGES

1. Community Identity and Recognition: The current Council is looking at how to build greater recognition for Monmouth through clarity and communication about its mission and identity. Currently, Monmouth's slogan is *Pride, Progress and Friendly Hometown Values*.

2. Strong Financial Management: Monmouth has maintained strong reserves in key funds. It has been well-managed and has thrived, however the City faces difficult choices in how to fund street maintenance and repairs and is considering new fees.

3. Advocacy and Visibility: The City Manager must be a visible and transparent advocate and leader for the community, both internally and externally, enthusiastically embodying and promoting its values and showing a strong collaborative spirit. The selected candidate must be able to approach, and be approachable by, community members, regional partners, and others. The Manager's external role is increasingly important. It is expected that he or she be active in the Monmouth and Willamette Valley communities, in the County, statewide associations and in the business and leadership community around the region.

4. Programs and Infrastructure for the 21st Century: The City has spent the last 10 years investing in infrastructure improvements to position it for growth and citizens of the digital age, but the City needs strategic leadership to continue to prepare for the future. Systems and processes have been under continual review and improvement. Limited staffing requires the wearing of 'many hats' and has led to lost opportunities for new initiatives.



IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in public or business administration or related field, and a minimum of five years' local government experience with at least three years in a supervisory or administrative capacity is required. A master's degree and experience with small communities preferred. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described will be considered. While not required, it is preferred that the selected candidate would live within Monmouth.

Necessary Knowledge, Skills & Abilities:

- The ability to communicate clearly and effectively with the Mayor, City Councilors, City Staff, and public is a must. Strong listening skills with appropriate follow-up verbally and in writing is needed.
- The ideal candidate will be visible in the community, on Main Street and elsewhere. The City Manager is expected to be easily approachable, recognized and knowledgeable about the people of Monmouth.
- The City Manager is the center point of the Human Resources functions for Monmouth. Knowledge in human resource best practices, labor relations, and experience negotiating collective bargaining agreements is sought.
- The community is seeking a leader who has proven experience creating partnerships, building relationships, leading with a collaborative spirit inside and outside of City Hall, and being the City Ambassador as well as its advocate. A history of successfully working with multiple partner groups including agencies, cities, Chambers, and Universities is highly desired.
- The City of Monmouth owns and operates its own electrical power distribution utility, which uses BPA power, as well as water and sanitary sewer utility systems. The City Manager must therefore have a thorough understanding of utility distribution and collection systems, treatment plant operations, and utility rate structures. The City also jointly owns MINET, a gig-a-byte level internet and cable provider. This nearly unique array of utilities provides both opportunities and complexity to the City's utility operations. Experience in a similar utility environment is sought.

- Economic development is one of the common points of interest in Monmouth. The successful candidate can demonstrate efforts to grow their local economies in which they have played a meaningful role.
- A leader that can share an aspirational vision, empower citizens, motivate Council directed change, and value diversity in all forms is desired. The ideal candidate will have a servant-based leadership philosophy built on a foundation of integrity.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues.
- A systems thinker that sees the big picture yet knows how the various gears work to move from concept to reality. A history of implemented strategic planning, either as the leader or a key player who can help the City Council achieve its goals.
- Experience providing innovative solutions and looking for new opportunities that will benefit a City. When the City Council directs, the selected candidate will have a willingness to facilitate low-cost experiments to improve the City, such as the Strong Towns movement and tactical urbanism practitioners, innovations in energy distribution and resiliency such as microgrids and local renewables, and policies and urban design plans for more resilience to the effects of climate change.
- Ability to implement a participatory management program throughout the departments and motivate staff by inclusion.
- A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise. Knowledge of Oregon tax structure, laws and land use regulations is desired.



COMPENSATION & BENEFITS

- **\$125,000 - \$140,500 DOQ**
- Medical, Dental, and Vision Insurance
- Vehicle Allowance
- Optional 457 Deferred Compensation Plan
- Group Term Life Insurance
- AD&D - cost share 3%
- Oregon PERS
- 10 Days of Vacation
- 12 Days of Sick Leave
- 10 Paid Holidays



Please visit:
www.ci.monmouth.or.us

The City of Monmouth is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 8, 2020** (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.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050