



# City of Mt. Angel, Oregon



## CITY MANAGER

**\$85,000 - \$98,000**

*Plus Excellent Benefits*

*Apply by*

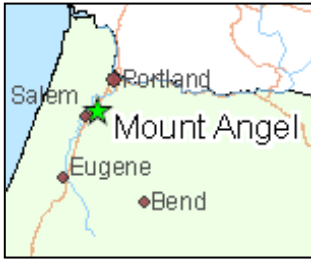
**March 15, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



Located in the north western corner of Oregon's Willamette Valley only 20 miles from Salem Oregon, the City of Mt. Angel is surrounded by rich agricultural lands and mountainous forests.

The City's Bavarian inspired culture and rich history have created a community vibrant with volunteer participation and community spirit. The new City Manager will inherit a stable, well-managed, and financially sound institution that is moving forward on multiple fronts. Mt. Angel offers the right management professional a unique, rewarding career opportunity in an amazingly beautiful place to live!

## THE COMMUNITY

Incorporated in 1893, Mt. Angel's roughly 3,500 residents enjoy a rich Bavarian inspired culture, showcased year-round through city-wide architecture, community events, and dining options. Residents and visitors alike are immersed with history in the cultural surroundings of the town. In the heart of the Mt. Angel, the Glockenspiel, a four-story clock, showcases 4 performances daily and tells the town's history through hand carved figurines that all represent the variety of settlers that arrived in the town.

Mt. Angel's Oktoberfest attracts roughly 300,000 visitors each year and is known as the largest folk festival in the northwest. Taking over the whole downtown, Oktoberfest features a large variety of entertainment and culinary opportunities including live music at 5 different entertainment venues, street dancing, 4 different German beer gardens, wine gardens, a Weiner Dog race, car show with military vehicles, arts and crafts stations, roughly 50 food booths featuring unique food options such as sausage, bratwurst, sauerkraut, and more!

Another historical site in the City is the St. Mary Catholic church. Dating back to 1881, the church has been described as the "gothic jewel" in the Willamette Valley, and boasts a 200-foot bell tower that can be seen from miles in any direction. The City's downtown also offers small curiosity shops, a public library, restaurants, breweries, and coffee shops.



The area's 43 annual inches of rainfall, 157 days of sunshine, and a moderate climate all mix together to create the perfect combination for incredible nearby recreational opportunities including bicycling, hiking, and walking on the Mt. Angel Heritage trail; a 5-mile loop that highlights different points of interest throughout the town and allows a great exercise opportunities. Residents also can enjoy picnicking at one of the City's many parks, or golfing at a nearby course. For those that like to explore, about an hour west is the vast Pacific Ocean and the Oregon Coast, with sandy ocean beaches, and thick forests which offer opportunities for camping, hiking, picnicking, off-roading, and horseback riding, as well as wildlife viewing, bird watching, fishing, and hunting. For those who would like to visit a larger city, 45 minutes to the north, Portland, Oregon is nestled along the Columbia river and has an international airport, chain and boutique hotels, exceptional food options, and plenty of shopping and entertainment. Only 20 minutes southwest, the Oregon state capitol, Salem, has a variety of restaurants, theatre, golf courses and shopping opportunities.



## THE CITY

The City of Mt. Angel encompasses 1.14 square miles and is nestled in the heart of Marion County. The City provides a wide range of services including police protection, construction and maintenance of streets, parks, and utility infrastructure, short- and long-range planning and development review, and building permits. Certain services, such as fire service are provided by or in cooperation with regional organizations. The City owns its water utility and relies upon wells for water supply. Mt. Angel also owns and operates its own sanitary sewer system. Electricity, telephone service, and trash disposal are provided by private businesses.

Mt. Angel is governed by a City Council comprised of an elected Mayor and six Councilors. The City Council exercises policymaking and legislative authority and is responsible for City legislation, adopting the budget, appointing committees, and hiring the City Manager. The Mayor serves a two-year term. Councilors serve for four years, with two of the four Councilors terms expiring in each biennial election. The City Manager and staff are responsible for carrying out the day-to-day operations of the City. The City's departments include Administration, Finance, Library, Municipal Court, Police, and Public Works. Services are provided by 19 FTEs on a 2020 budget of \$11,789,388. The City operates under a unique home rule charter that has enumerated powers, meaning the City does not have all the same powers granted to municipal corporations by State statutes. Enumerated powers limit the City Council's power to the powers expressly listed in the charter, which affects the power to issue debt, levy taxes on real property within its boundaries, as well as other council decisions and daily operations.

## 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 Mt. Angel, 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.



### 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.
- Periodically review and examine the City organization and operating procedures to effect greater economy and efficiency in departmental management.
- 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.
- 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 Mt. Angel.
- Serve as the City Budget Officer and City Recorder.

## OPPORTUNITIES & CHALLENGES

1. The City Manager will evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) and make progress toward the City's 2035 vision. This will include identifying community livability issues and developing plans, programs, or projects to address them. The Manager will consider service enhancements as appropriate and/or prioritize service enhancements, pursue new revenue sources as approved by City Council.

2. The Manager is expected to analyze costs and revenue sources for maintaining City, and possibly County infrastructure inside City limits through the Infrastructure Task Force. The City Manager will work with the Infrastructure Task Force on system needs, identify potential revenue sources and estimated revenue amounts, engage the Infrastructure Task Force in evaluating the performance of new revenue sources, pursue new revenue sources as approved by City Council, identify all City owned property and assess if it is an asset or detriment, and make long and short term plans for City owned property.

3. Promoting public outreach and education about programs through the use of targeted outreach to inform residents about matching programs such as the 50/50 Sidewalk, and Lateral Repair programs will be a priority for the new City Manager. He or she must also communicate upcoming projects and programs, include costs and funding sources, and create new business features for distribution in the newsletter and other communication mechanisms.

4. Fostering employee retention and increasing the average longevity of the City Staff will be a main goal for the new City Manager.



5. The City Manager will promote planning and community outreach efforts on solutions for City Hall and the Police Department facilities and make a decision about the ability to invest in and reconfigure space for future needs. This will include identifying a short- and long-range plan for City Hall and the Police Department, identifying revenue sources and options, and preparing a funding plan.

## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree in public administration or a closely related field, and a minimum of five (5) years of progressively responsible experience as a City Manager, Assistant City Manager, or a department head with significant management responsibility is required. A Master's degree, and certification as an ICMA credentialed City Manager is preferred. Demonstrated successful work experience may substitute for some education or training.

### 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. Provides open and straightforward communications and relations with the entire City Council and provides professional advice and assistance to the council in the decision-making process.
- Places a high priority on Council requests for information and shares information equally with all councilors.
- The ideal candidate will be visible in the community, and is expected to be easily approachable, recognized and knowledgeable about the people of Mt. Angel.
- 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, and Chambers is highly desired.
- A leader that can share an inspirational 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.
  - 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.
  - The ideal candidate will be goal oriented with the ability to delegate responsibility but require accountability from staff in achieving City goals and completing projects.
  - The ability to make hard decisions in a decisive but cooperative manner.
  - Seeks innovative ways to obtain community input and keeps the public informed on matters of city-wide concern.
- Proven ability to manage time well and to handle multiple projects and issues concurrently.
  - Ability to express council goals, priorities, and department needs in budget proposals while being sensitive to the public's concerns about taxes and fees. Ability to manage City finances effectively to maximize limited resources.
  - Experience developing and training/assisting staff in reaching goals.
  - A generalist with a broad background and understanding of land-use planning, economic development, public works operations, infrastructure, public safety and human resources.
  - Candidates must be honest and straightforward with a high level of integrity and a strong sense of humor.

### COMPENSATION & BENEFITS

- **\$85,000 - \$98,000 DOQ**
- Medical, Dental, and Vision Insurance
- Oregon PERS
- Vehicle & Cell Phone Allowance
- 10 Days of Vacation
- 12 Days of Sick Leave
- 12 Paid Holidays
- 10 Days Administrative Leave

**Please visit:**  
**[www.ci.mt-angel.or.us](http://www.ci.mt-angel.or.us)**

The City of Mt. Angel is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 15, 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](http://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](http://www.prothman.com)**

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