



OREGON  
**Lebanon**  
THE CITY THAT FRIENDLINESS BUILT

## CITY MANAGER

# \$125,000 - \$175,000

*Plus Excellent Benefits*

*Apply by*

**March 22, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning north-west Oregon, the City of Lebanon is conveniently positioned near major highways and airports.

The area boasts a large variety of activities and beauty in any direction, as well as scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

Lebanon is a growing, vibrant city that offers its citizens a variety of recreational activities, yet still maintains a small town, neighborly atmosphere. Lebanon offers the right municipal manager/administrator a challenging and rewarding opportunity in a well-managed organization and an amazingly beautiful place to live!



## THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community's 300 acres of well-maintained parks. Beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated in December for "Holidays in the Park". Cheadle Lake Park is popular with walkers, bicyclists and dog walkers. The park is also home to AYSO soccer fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of July and other community events are occasionally held. During the summer months, Strawberry Plaza, a downtown art-themed pocket park, hosts the Noon at the Plaza performance arts series, First Fridays, Lebanon Brewfest and a Saturday evening concert series.

The annual Strawberry Festival which began in 1909 features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City That Friendliness Built."

Lebanon is home to the first medical college in Oregon in over 100 years, College of Osteopathic Medicine of the Pacific-Northwest, equally impressive is Linn Benton Community College's Advance Transportation Technology Center and Healthcare Occupations Center. These schools offer excellent higher education and trade school opportunities. Oregon State University, the University of Oregon, and the main campus of Linn-Benton Community College are nearby.

## THE CITY

Incorporated in 1878, the City of Lebanon is a full-service city with an exceptional workforce of approximately 106 full-time employees and a 2019-20 budget of \$65,251,048. The City operates under the Council-Manager form of government and is divided into three Wards with two councilors elected in each in alternating even years. The Mayor is elected by the entire city and serves as the chairperson at all City Council meetings and appoints all members of the City's commissions and boards. The City Manager is appointed by and serves at the pleasure of the Council and is responsible for the day-to-day administration of city business. The City is comprised of 9 departments including Administration, Community Development, Engineering, Finance, IT, Library, Maintenance, Police and Senior Services.

Fire services are provided by Lebanon Fire District. The Community Development motto, “The City that friendliness built” expresses the organization’s commitment to providing high quality services to ensure residents’ daily lives run smoothly and pleasantly.

## THE DEPARTMENT & POSITION

As the Chief Executive Officer of the City, the City Manager implements the policies set by the City Council, provides leadership and oversight to staff in the delivery of City services, and serves as the City’s representative regarding regional, state and federal issues.

### Responsibilities Include:

- Ensure satisfactory resolution of personnel issues. Review and determine final decision on hiring, discipline and termination recommendations.
- Manage and coordinate projects and programs to accomplish goals and objectives of the City Council, including, Enterprise Zone Manager, and City Urban Renewal District(s).
- Confer with department heads and others on a variety of operating and administrative challenges, review department plans, programs and procedures, and suggest new innovations or methods to improve the standard of services provided.
- Review and approve departmental financial needs and estimates; present budget document to City Council budget committee for discussion and approval. Administer approved budget and monitor overall expenditures to ensure budget compliance.
- Meet with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City’s operations. Advise Council members in their deliberations on policy and/or legislative matters. Seek to fulfill all City Council goals.
- Work with citizens and business groups to encourage and promote economic development. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.
- Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible; follow through to ensure satisfactory resolution.
- Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.



## OPPORTUNITIES & CHALLENGES

- The City has flood plain issues that have a major impact on economic development and growth. A candidate with experience working through flood plain and wetland issues would be a plus.
- Economic development and diversification are essential for the City to thrive. A proven track record of working with community partners to promote economic development is highly desirable.
- Keeping asset replacement in utilities on schedule will be a challenge, however the City Council has been proactive adjusting utility rates to help fund operations and capital projects.
- The City has good surface water rights, a new water treatment plant, and adequate storage. Experience with water and sewer master plan implementation and updates is advantageous.
- Oregon budget process is rigorous and requires considerable public engagement. Experience with Oregon budget law is sought.
- At the organizational level, the new City Manager needs to be able to review the existing decision process, be experienced with process improvement, and establishing realistic performance measures.
- While the City has a good amount of longevity in its workforce, there is the need to provide incentives for retention and succession planning in the workforce.
- The current City Hall building is aging. The City Manager will develop a plan for its eventual replacement.
- Finance and Budget are always an issue in Oregon cities as revenue sources are somewhat limited compared to other states. A creative and resourceful manager, who knows how to get more done with less will have an edge.

- The City Council works well together and is very respectful of staff. The Council supports employee development, a good mentor, and a positive work environment.
- There are four urban renewal districts in the City. Two of the Districts will soon sunset. Experience with this development tool is preferred.
- While homelessness is not currently a huge issue, a proactive strategy to stay ahead of the challenge is needed.
- The City has two bargaining units and has experienced good labor relations. The new City Manager will be expected to build on that history.
- The 2040 Visioning Plan for the City encourages growth but also embraces the small town feel that makes Lebanon friendly. The new City Manager will need to balance these values.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree from an accredited university in a field related to the public sector, and seven (7) years of administrative/management experience is required. A master's degree or higher in management, public administration, or related field, and membership in Oregon City/County Manager Association (OCCMA) is preferred. While prior City Manager experience isn't essential, candidates should have local government experience and knowledge of Oregon Law (ORS).

### Necessary Knowledge, Skills and Abilities:

- The ideal City Manager will be a team player who is willing to delegate responsibility to department directors and trust their ability to make good decisions. The ability to establish expectations and accountability, and take a collaborative approach is essential.

- The ideal candidate will have the ability to lead to good decisions and explain the reasoning. The new Manager must be a good listener and consistently maintain a flexible "can-do" attitude, yet not be afraid to make the tough decisions when required.
- A leader who can see the big picture, understands strategic planning, and is able to articulate the City's story and message to a variety of stakeholders will thrive in this position.
- The next Manager will foster a work environment that promotes the best interest of the city without personal gain and without an ego. The ideal candidate will be ethical, confident, personable, empathetic, trusted, and respected; not autocratic. The selected candidate will have proven experience building trust in the management team and with Council.
- The ability to use logical and creative thought processes to ask pointed questions about how things can be done better and develop solutions is essential.

## COMPENSATION & BENEFITS

- **\$125,000 - \$175,000 DOQ**
- 95% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Long Term Disability
- Generous Vacation & Sick Leave
- 40 Hours/Year Administrative Leave
- 11 Paid Holidays
- Oregon PERS
- Educational & Professional Development
- Employee Assistance Program
- Optional FSA, AFLAC, Deferred Compensation, Prepaid Legal, & ID Theft.

**Please visit:**  
**[www.ci.lebanon.or.us](http://www.ci.lebanon.or.us)**

The City of Lebanon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 22, 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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