



Oregon

CITY MANAGER

\$140,000 - \$160,000

Plus Excellent Benefits

Apply by

September 12, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located on the scenic Oregon Coast, Lincoln City borders the 680-acre Devils Lake and the Coast Range on the east and the Pacific Ocean on the west. Its stunning natural scenery and outdoor recreational opportunities make the city a popular tourist destination.

Residents enjoy the perks of small-town life with major urban cities nearby, such as Salem, 58 miles to the east, and Portland, 88 miles to the northeast. Lincoln City is committed to maintaining its character, preserving its charm, and protecting its natural beauty, while growing its economy and enhancing what makes it a special Pacific Northwest coastal town. If you are an experienced management professional looking for a challenging and rewarding career opportunity in a community well on its way to a bright and exciting future, this is the right position for you!

THE COMMUNITY

Incorporated in 1965, Lincoln City has a population of approximately 9,000, which can grow up to 30,000 at peak tourist season. The city is about 6 square miles in size--with 7.5 miles of beautiful, clean, sandy beaches, with the Salmon River and Cascade Head [UNESCO Biosphere Reserve](#) to the north and the [Siletz Bay National Wildlife Refuge](#) to the south.



The city also enjoys a mild maritime climate with 82 inches of annual rainfall, and excellent air quality. The consistent breeze on the beaches makes Lincoln City one of the best places in the world to walk on the beach and fly a kite. Surfing and kiteboarding conditions are also world-class. Residents and visitors enjoy golfing, hiking, fishing, skateboarding at the [City's skate park](#), rock hunting, bird watching, tide pooling, boating, and camping. [Devil's Lake State Recreation Area](#) is 685 acres of serene water unaffected by coastal winds, making it attractive to paddlers, fishers and boaters. The Confederated Tribes of the Siletz Indians are an important part of the City's past and present, and own and operate the [Chinook Winds Casino Resort](#); a 24-hour resort that offers gaming, golfing, concerts, a convention center, and restaurants. Lincoln City has a flourishing arts community with several glass-blowing shops. The [Lincoln City Cultural Center](#) offers classes in art, dance, music, literature, and theater for all ages. Founded in 1970, the [Sitka Center for Art and Ecology](#) fosters creativity, intellectual inquiry, and education.

THE CITY

The City of Lincoln City operates under the Council/Manager form of government. The City Council is composed of six Council Members, elected from three wards, and the Mayor, who is elected at large. Each have staggered four-year terms. The annual budget for fiscal-year 2021-22 is \$68.7 million, including the General Fund budget of \$20.2 million. Roughly 150 FTEs offer a full range of city services, including water, sewer, streets, police, emergency services dispatch, economic development, urban renewal, parks and recreation, court, planning and community development, a library, and a tourism-promotion department called Explore Lincoln City. City administration and operations also include in-house legal representation, finance, information technology, and human resources. Fire/medical services are operated by an overlapping district.

THE POSITION

Under the general supervision of the City Council, the City Manager is responsible for the overall management of the City's organization and operations. The City Manager will plan and direct the activities of all City departments and functions through subordinate department directors and others, provide information to the City Council and act as its policy advisor, and serve as the City's Chief Administrative Officer and Budget Officer. The City Manager will have fifteen (15) direct reports including a full-time Urban Renewal Director and a full-time tourism promotion director. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. The City Manager will be a leader in developing a crisis communication plan.
2. There are approximately 4,500 hotel/motel rooms in town, and several thousand vacation home rentals. The city has the largest concentration of visitor lodging between Portland and San Francisco. Short-term rental enforcement will be a priority for the incoming Manager.
3. City attractions include a casino and an outlet mall that has many small shops but no "big box" stores. The City Manager will build stronger relationships with the local Native American tribe, which operates the casino.
4. The City owns property with development potential. In addition, the City's Comprehensive Plan needs updating, along with revision of the System Development Charges fee schedule. A new Urban Renewal Area was recently formed and needs a plan. The City Manager will play a major role in these projects.
5. Tourism is the economic focus in Lincoln City, and long-term rental housing can be sparse due to the abundance of vacation rental dwellings within the housing inventory. However, an array of delightful homes for sale can be found beachside, lakeside, or hillside, and are in the median price range of \$315,000. Job opportunities outside of the visitor service industry are fewer and farther between. This may be a consideration for anyone relocating to the community with a working spouse.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in public administration, business administration, or a related field, and a minimum of five (5) years of progressively responsible senior management or supervisory experience, preferably in the Oregon public sector for a municipality is required. Related Oregon experience must be within the last ten (10) years. Any satisfactory equivalent combination of education, experience, and training will be considered.

The ideal candidate will have experience in the public sector and have a master's degree in public administration, business, or a related field. Other sought traits include skills and experience in managing an organization or large department with diverse services, strong knowledge of municipal public works and Oregon land use planning, and strong knowledge and experience with public budgeting, finance, reporting, personnel management, and labor law.

Necessary Knowledge, Skills and Abilities:

- The new City Manager should focus on the needs of residents, be active in the community, and have experience developing community engagement programs.
- The ideal candidate will be a proven advocate for parks and open space.
- The ability to communicate the need for new revenue to the community.
- Strong leadership skills, the ability to treat people with respect, and experience as a team builder and team leader.
- Experience managing diverse personalities and skill sets.
- Skill with conflict resolution and experience as a mediator.
- Experience working in a Council/Manager city.
- The ideal candidate will have experience working in a city with a tourism-based economy.

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

COMPENSATION & BENEFITS

- **\$140,000 - \$160,000 DOQ**
- Cell Phone Allowance or City-provided cell phone
- Medical, Dental, Vision & Prescription
- 10 Paid Holidays
- Two Weeks' Vacation the first year, additional accruals depending on tenure
- 12 Days' Sick Leave per year
- Oregon PERS—City-paid pension and additional pick-up of 6% IAP member contribution
- City-paid Long-Term Disability Insurance
- City-paid \$50,000 Basic Life Insurance Policy
- Voluntary Additional Supplemental Life and Spouse Life Insurance with guarantee issue amounts
- \$10,000 Voluntary Dependent Life Insurance
- Voluntary Flexible Spending Accounts for qualifying pre-tax medical and dependent care expenses
- Additional Voluntary Deferred Compensation (457(b) Retirement Plans)
- Employee Assistance Program through Cascade Centers
- Community Center Membership for household members
- Tickets at Work (www.ticketsatwork.com)
- Voluntary Pet Insurance
- Voluntary Legal Shield and Identity Shield Coverage
- Voluntary AFLAC Coverage
- Voluntary Plans for Accident, Hospital Indemnity, Trauma, and Major Illnesses



For more information on Lincoln City,
please visit:
www.lincolncity.org



The City of Lincoln City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 12, 2021** (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 "Open Recruitments", select "City of Lincoln City, OR – City Manager", and click "Apply Now", or click [here](#). 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.

PROTHMAN

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