

RESOLUTION NO. 2016- 86

A Resolution confirming procedures for the hiring of a City Manager

RECITALS:

Through a contract with the employment search firm, Prothman, the City of McMinnville has begun the process of hiring a new City Manager.

Prothman began advertising the vacancy on October 20, 2016.

The City Council has discussed hiring procedures and a time line for the hiring process with Prothman. The hiring standards, criteria and policy directives pertaining to the employment of a new City Manager are set forth in the attached Exhibit 1.

At its meeting held November 22, 2016, the Council held a public hearing during which it provided the public with an opportunity to comment on the hiring standards, criteria and policy directives set forth in Exhibit 1.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:


1. The Council hereby adopts the hiring standards, criteria and policy directives pertaining to the employment of a new City Manager are set forth in the attached Exhibit 1.
2. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of November, 2016 by the following votes:

Ayes: Hill, Menke, Ruden, Yoder

Nays: _____

Approved this 22nd day of November, 2016.



COUNCILOR

Approved as to form:



CITY ATTORNEY

EXHIBIT 1

Standards, Criteria and Policy Directives for hiring City Manager

THE POSITION

The City Manager acts under the general direction of the City Council and executes all Council policies. Operating in concert with department heads, the City Manager plans, organizes, and directs City operations, and provides assistance to the Council regarding policy decisions and their implementation.

The City Manager will be required to reside within the 97128 zip code no later than six months after hire.

In addition, the City Manager:

- Manages and coordinates projects and programs to accomplish goals and objectives of the City Council.
- Facilitates the City's long-standing tradition of collaborative relationships between City Council, Manager, and staff.
- Subject to municipal code, state statutes, and federal laws, provides administrative direction to all City employees, directly or through department heads. Ensures satisfactory resolution of personnel issues. Reviews and provides final approval on hiring, discipline, and termination recommendations.
- Confers with City Council, department heads, and others on varied operating and administrative problems. Reviews departmental plans, programs, and procedures. Suggests new innovations or methods to improve the standard of services provided by the City.
- Administers approved budget and monitors overall expenditures to ensure compliance with budget. Maintains a balanced approach to the needs of all departments.
- Works with various citizen and business groups to encourage and develop economic opportunities. Attends meetings and represents the City in various organizations and groups. Explains City issues and projects, and encourages citizen participation and support.
- Maintains excellent lines of open communication with City Council, staff, and citizens.

IDEAL CANDIDATE PROFILE

The City of McMinnville is seeking a progressive, visionary manager who has a broad knowledge and understanding of all aspects of municipal government and intergovernmental relationships. The ideal candidate will have a strong background in public finance, budgeting, and forecasting; the principles and practices of public administration; public relations; and general management. The candidate will be able to demonstrate creativity in finding financing solutions and alternative revenue streams.

The City of McMinnville is a stable, well managed City with a seasoned and knowledgeable department head team and staff and a cohesive City Council. The ideal candidate will be prepared to first take time to listen, learn, and build relationships within the organization and community. This individual will be someone who can take the City into the future while preserving the best of who we are.

The ideal candidate will bring an egoless leadership style and build consensus with staff and community, through trust and demonstrated integrity. The candidate will fully embrace city management as a vocation. The new Manager will need to be a positive person who is approachable and who can maintain and nurture relationships at all levels.

Citizen volunteers play a large role in the City's government so the next manager will have to appreciate and embrace the connectivity the City has with the community. Community involvement will be of high importance and a proven track record showing community involvement will be a plus.

EXPERIENCE & EDUCATION

This position requires a bachelor's degree from an accredited college or university in public administration or a closely related field. A master's degree in public administration or business management is preferred. Competitive candidates should have at least seven to ten years of senior public sector management experience in a city, county, or other applicable public sector agency of similar or greater complexity and size. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.