

CITY MANAGER

\$70,000 - \$80,000 DOE

Plus Excellent Benefits

Apply by
July 9, 2017
(open until filled)

PROTHMAN



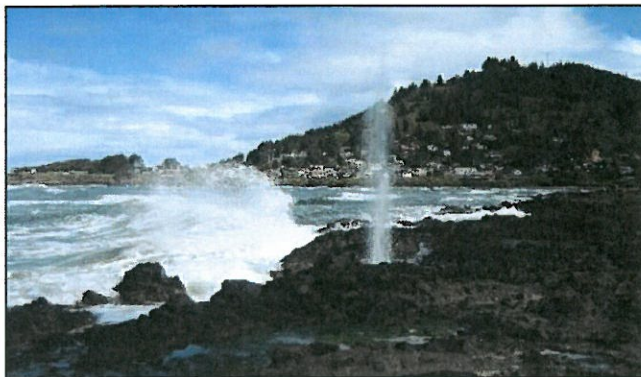
WHY APPLY?



Located on the scenic Oregon Coast along Highway 101, Yachats borders lush forested mountains to the east and rhythmic Pacific surf to the west. Its stunning natural scenery and outdoor recreational opportunities

make Yachats a popular tourist destination. Residents enjoy the perks of small town life with major urban cities nearby, including Portland just 3 hours to the northeast and Eugene, 2 hours to the east.

Yachats is committed to maintaining its unique character and sense of community while enhancing what makes it a special Pacific Northwest coastal town. If you are a public sector professional looking to lead a community toward a bright and exciting future while preserving its charm and protecting its natural beauty, this is the right position for you.



THE COMMUNITY

Incorporated in 1967, the City has a population of approximately 700, which can grow up to more than 4,000 at peak tourist season in July. Yachats boasts over two miles of rocky shoreline, with a number of beautiful, clean, sandy beaches in between. The Yachats River winds through the Siuslaw National Forest to the east, and the Cape Perpetua Scenic Area to the south. This stunning 2,700-acre park includes Devil's Churn, Cook's Chasm, Spouting Horn, Thor's Well, and the Cape Perpetua Overlook; the highest drivable point on the Oregon Coast. The Cape also includes 26 miles of interconnected hiking trails through old growth rain forest and breathtaking vistas.



Yachats enjoys a mild maritime climate and excellent air quality. The consistent breeze on the beaches makes Yachats one of the best places in the world for walking on the beach or windsurfing. Residents and visitors also enjoy nearby golfing, surfing, kayaking, fishing, sailing, hiking, cycling, rock hunting, whale watching, tide pooling, kite flying and boating. Yachats is both a tourist destination and a popular retirement center, with tourism driving the local economy. In 2007, Budget Travel named Yachats one of the "10 Coolest Small Towns", and in 2011, well known travel writer Arthur Frommer named Yachats as his seventh-favorite travel destination in the world.

This historic community is home to many cultural events, including the Yachats Music Festival in the summer, Mushroom Festival in October, and the Celtic Music Festival in November. Theatrical events, educational talks, nightly live music and family-oriented events are a common sight in Yachats. The area also offers a delightful mix of shops, art galleries, coffee houses, restaurants, wine bars, pubs and lounges, and astonishing ocean views. Yachats is a creative and talented community that boasts, with tongue in cheek, that it is the "Home of the World's Largest Ocean."

THE CITY

Yachats operates under a mayor-council form of government. The City Council is non-partisan, and comprised of four elected Council Members each serving four-year terms, and an elected Mayor who serves a two-year term. Yachats operates with a General Fund of just under \$890,000. The full 2016-2017 budget can be viewed online at <http://yachatsdocuments.info/library/Download.aspx?docid=5907>

City departments include Public Works and City Hall, run by 8 FTEs. The City also employs contract workers for the positions of City Attorney, Judge, Planner, Code Enforcement, Mowing, Facilities Support, Engineering Design, and Technical Support. Unpaid volunteers are in charge of the Library, City Museum, Park & Trail Construction and Maintenance, and Invasive Plant Control. Various commissions and committees work in collaboration with City Council to offer a full range of city services, including Public Works & Streets, Planning, Parks & Commons, Library, Budget, Finance, Marketing, Little Log Church & Museum, and Emergency Planning. Neither police nor fire services are a City function. They are provided by Yachats Rural Fire District, Oregon State Police and Lincoln County Sheriff's Office.

During the recent economic downturn, most coastal cities were faced with varying degrees of belt-tightening, and in many cases this involved budget cuts. The City of Yachats did experience this. Recognizing the challenge early, the Council initiated a multi-year marketing program to attract visitors to the community and there were staff reductions. The small size of full-time staff, the large volunteer effort, and Council's willingness to innovate with technology and contracting for engineering and construction services helps in keeping down the long-term operational budget. With the Finance Committee focused on long-term funding needs and creative financial solutions, the community is in good financial shape for at least the next five years.



THE POSITION

The City Administrator was a newly-created position for the City of Yachats last year, but was later changed to City Manager, when the full list of duties was realized. Appointed by the City Council, the City Manager serves at the pleasure of the Mayor and City Council. The City Manager is responsible for working with community leaders, City employees, contract service providers and the general public; general supervision over appointive City officers; and recruiting, interviewing, hiring, supervising, delegating assignments, disciplining, rewarding and evaluating all City employees.

Other responsibilities include:

- Ensures enforcement of all ordinances of the City including the provisions of all franchises, leases, contracts, permits, licenses and privileges granted by, or operating the City.
- Authorizes vendors for all departments of the City. All purchases shall follow the purchasing policies and guidelines of the City of Yachats.
- Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such exhibits and analysis necessary to present a comprehensive annual financial plan.
- Supervises all public utilities owned and operated by the City and have general supervision over City real, personal and intellectual property.
- Acts as business agent of the Council for the sale of real estate and matters relating to franchises and leases.
- Accountable for the operations of all services of the City. Analyzes and supervises the functions, duties and activities of City Staff. Coordinates the various committees / commissions and services of the City. Makes recommendations to the City Council as appropriate.
- City Manager shall develop and organize improvement projects/programs, and assist the City Council in carrying the same through to a successful conclusion.
- Chairs the finance committee and annual CIP process and includes representatives from all aspects of the city operations as appropriate.
- Custodian of record for all personal and real property owned by the City.
- Create, discover or implement leading practices which in his/her judgment will increase administrative/operational efficiency.
- Exhibit at all times the highest degree of tact, patience, and professional courtesy in his/her contacts with everyone.

OPPORTUNITIES & CHALLENGES

Leadership Opportunity: The Yachats City Council recently adopted a new management plan presented to them by a volunteer task force on restructuring the City's organization. The center piece for the report was the new City Manager position, designed to set the tone for staff leadership and support the Mayor and Council with broader community leadership, as well. Stepping forward in the right manner with this key new position is essential for the success of the community. Transitions in the past year involve staff changes and reassignments, as well as preparing for a new Mayor this past January. People turned to the Manager to provide both expertise and continuity with the transitions as they move forward.

Collaborative Culture: The current level of project activity has increased the complexity of managing Yachats, and the city management structure has been challenged to keep pace with the demands. Yachats is striving to build a collaborative organizational culture which can tackle the new complex demands, and focus on continually improving service delivery through collaborative staff and volunteers working towards clear objectives.

Finance Department Improvements: The City of Yachats has recently moved from a financial recording process that included extensive manual effort, to an updated process. Now, the Council is looking to the City Manager to provide guidance and motivation in exploring new ideas to create a plan for long-term financial analysis and funding. The Manager will need to make decisions on best practices and help Council consider key financial policies, as major projects move forward.



Task Management: The Council looks for a decision maker to resolve conflicts with priority-setting for use of Public Works resources; create a formal maintenance program for major assets of the City; and establish an organizational process which will free up Public Works employees to perform City's Capital Improvement Projects.

IDEAL CANDIDATE PROFILE

The City of Yachats is seeking an experienced City Manager who understands all aspects of municipal government and has previous experience in an organization recognized for excellent customer service and continuous improvement. He or she will be adept at municipal financial projections, accounting techniques and best practices in personnel and labor relations.

The ideal candidate will be a proven leader who can support the elected leaders, or step to the front when issues and situations call for it. The successful new Manager will value volunteerism, knowing that a small community thrives and survives on a network of volunteers getting work done with passion and energy. "Change management" will be a practiced skill resulting in a steady hand being used to steer staff to achieve Council goals.

The successful candidate will be experienced in helping to form a vision for a community where the Mayor and Council drive the process and the new Manager works closely with them to formalize, share and explain the vision to internal and external stakeholders.

The ideal candidate will be approachable and responsive, and will embrace effective community engagement and involvement in City affairs. Reaching out to citizens and inspiring community involvement and trust will be a high priority. The new manager should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The new City Manager will also be an excellent listener working closely with City Council, City staff and the community, as a whole.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner, taking a collaborative approach in providing City services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and

have the ability to foster a strong team environment. He or she will be a skilled practitioner and effective team player and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

The Council operates under a philosophy of deep involvement in a long list of desired accomplishments. They have assigned themselves Council Goals with "Shepherding Tasks" and each of them has chosen four to six goals to be in charge of and work towards fulfillment. These range from "provide for the effective governance of the City" to "provide and facilitate opportunities for self-growth, education and participation in programs and projects to enhance quality of life" to "foster 7th-generation thinking".

Please visit:
www.yachatsoregon.org

EXPERIENCE & EDUCATION

A bachelor's degree from a four-year college or university in public administration, business administration, or a closely-related field is required. A master's degree in a related field is preferred. Five years of experience, with a minimum of four years of related experience as a City Manager or City Administrator, Deputy City Manager, or exempt level department head, is strongly desired. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$70,000 - \$80,000 DOE**
- Family Medical, Dental, and Vision
- Paid Holidays and Sick Leave
- Oregon PERS

The City of Yachats is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 9, 2017** (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.



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