

CITY OF KEIZER MISSION STATEMENT
KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY
PROVIDING BASIC CITY SERVICES TO THE COMMUNITY IN A
COORDINATED, EFFICIENT AND LEAST COST FASHION

A G E N D A
KEIZER CITY COUNCIL
SPECIAL SESSION
Monday, August 17, 1992
5:30 p.m.

Robert L. Simon Council Chambers
Keizer City Hall
Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on matters not on the agenda.

4. COMMITTEE REPORTS

5. PUBLIC HEARINGS

6. DISCUSSION

a. Develop Profile for New City Manager

7. OTHER BUSINESS

This time is provided to allow Council members the opportunity to bring matters before the Council which are not on tonight's agenda.

8. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications and petitions.

9. ADJOURN

JOB ANNOUNCEMENT

CITY MANAGER

City of Keizer, Oregon

SALARY

45,000 - 55,000, plus ~~tax~~ other benefits
\$40,000 to \$50,000

CLOSING DATE

March 31, 1989

GENERAL INFORMATION

The incorporation of the City of Keizer was approved by the voters November 2, 1982. A \$447,810 property tax base was approved in November, 1986. The proposed budget for Fiscal Year 1989-90 is \$7,524,518. *breakdown, general fund vs dedicated funds*

The City and Council
The seven member city council, under the direction of the mayor, ~~is committed to providing basic~~ city services to the city in the most efficient and cost-effective manner. The council will be interested in pursuing various funding programs to enhance local finances and contain city operational costs. ~~Primary short term goals are to re-evaluate basic services, prepare and analyze a five year revenue and expense forecast, and develop a five year police services master plan.~~

Keizer, Oregon is located in the center of the Willamette Valley, 40 miles south of Portland, and adjacent to Salem, Oregon's capital city. The Pacific Ocean is 60 miles to the west and the Cascade Mountains are 50 miles to the east. Within the city limits, the population is 20,160, with an urban area population of approximately 160,000. Institutions of higher learning in the area include Willamette University, with its law school and graduate school of management, Chemeketa Community College and extension courses conducted by Oregon State University (45 miles to the south) and Western Oregon State College (15 miles to the west).

NATURE OF WORK

This is highly professional administrative work involving the direction and management of a ~~contract~~ city government. Under the direction of the council, the city manager is responsible for the overall planning, organizing and directing of all the services of the city. The city manager must effectively manage the city within the laws of the State of Oregon and the policies and procedures defined by the

includes *Existing city staff*
Pub. Works Director (? emp)
Comm. Dev. Director (? emp)
Police Chief (? emp)
and ? administrative / clerical staff.

council. The city manager is held accountable for the financial integrity of the city.

MAJOR DUTIES AND RESPONSIBILITIES

- ③ 1. Provides staff support to the council, and receives requests and assignments from the council as a result of council action or through the mayor, and initiates appropriate action based on requests or assignments; provides written and/or oral summaries or reports taken or information obtained as required.
- a. Assists the council in formulating policies, goals, and establishing objectives;
 - b. Develops and implements programs and services in conformance with council policies and directives;
 - c. Represents the city and the council before local, state and federal agencies and other interested publics providing information and professional consultation on matters pertaining to programs and services of the city.
 - d. Interprets legislation and regulations pertinent to the operation and administration of the city;
 - e. Attends all council meetings, and council subcommittee meetings.
 - f. As directed by council, prepares agendas and documents for city council meetings; reviews business on-hand and public demand for presentation prior to formulating agenda. Prepares or requests public to prepare documentation of agenda items when necessary.
- ① 2. Manages administrative functions of the city, including fiscal management, *personnel management* development and monitoring of accounting procedures, internal auditing, preparation of financial documents and budgets, facility maintenance and purchasing.
- a. *Serves as City Budget Officer.* Determines and recommends budgetary requirements necessary to carry out the functions of the city, and prepares and recommends the annual budget to the budget committee and the council.

b Serves as chief personnel officer. Sets personnel policies, manages staff and subordinate managers. Administers a collective bargaining agreement covering represented police officers.

c Design, implement and administer programs necessary to protect the property interests of the city.

d Responsible for administration of the Equal Employment Opportunity program of the city assuring compliance with grant requirements and contract award requirements.

e Reviews and approves all vouchers, expense reports, etc., prior to the processing for payment within established council guidelines.

f Responsible for the administration of the open records program as required by state law.

g Prepare city ordinances and contracts in conjunction with legal counsel and oversees enforcement of ordinances, contracts and permits.

② 3. Administers the provision of city services in an efficient manner, providing safe, adequate and reasonably satisfactory service to the public.

a. Prepares contracts for various city services in conjunction with legal counsel consistent with council directives.

b. Monitors contract performance of city functions, such as law enforcement, maintenance of public health, construction of public works, etc., to assure compliance with contract provisions.

c. Coordinates all activities required in city elections with county clerk, local government and council.

d. Prepares grant applications or supervises their preparation for federal, state and local funds as directed by council.

④ 4. Develops and maintains communication networks with other local governments, state government, federal government, and the general public to assure city services are responsive, and consistent with regional and statewide goals.

- a. Work with other governmental representatives on resolution of regional issues impacting city operations, participate on advisory committees or boards as the city representative relative to the city's needs.
- b. Direct the development of public information materials and distribute information, news releases, etc., to the news media and to the general public.
- c. Receive and respond to public inquiries regarding city services or programs.
- d. Represent the city before local, state and federal agencies and civic groups providing information and professional consultation on matters pertaining to city operations, or the city's interest on various issues.

QUALIFICATIONS

The City of Keizer is seeking an individual who has a thorough knowledge of traditional municipal government organization and functions, BUT who also is receptive and willing to pursue new and innovative approaches to city management. The city council will place great emphasis on individuals who have demonstrated strengths in leadership, problem solving/decision making, planning, and organizing.

This position requires a Bachelor's Degree in public administration, business administration or a ~~globally~~-related field; and a minimum of five years of progressively responsible experience as a city administrator, assistant city administrator, or other significant top management experience providing a working knowledge of ~~finance~~ and budgeting, public works, and planning. Additional experience in economic development and redevelopment is desired.

Applicants should demonstrate the following knowledges, abilities and skills:

- * Thorough knowledge of management practices involved in operating a public agency;
- * Thorough knowledge of financial systems, budgeting, organizational analysis and large scale administrative services.
- * Thorough knowledge of personnel management, including the direction of subordinate managers. ~~and~~ Knowledge of labor relations and administration of a collective bargaining agreement

- * Ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvement in management methods;
- * Ability to communicate complex subjects to diverse groups, and to express oneself clearly and concisely, both orally and in writing;
- * Ability to develop and prepare effective correspondence and administrative reports which simplify complicated data and concepts;
- * Ability to develop and maintain harmonious working relations with divergent interest groups, local government officials, state officials and council members.
- * Ability to coordinate varied programs and services and set priorities and plans for resolution of operational or administrative problems.

FRINGE BENEFITS

Information on fringe benefits will be made available to finalists for this position.

SALARY

Minimum starting salary \$40,000 per year.

INTERVIEW SCHEDULE

Final interviews are tentatively scheduled for April 28-29, 1989.

APPLY TO

City Recorder's Office, City of Keizer, P. O. Box 21000, Keizer, Oregon 97307-1000 on City application form.

JOB ANNOUNCEMENT

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council. The city manager is held accountable for the financial integrity of the city.

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8-11-92

TO: Don Otterman
FROM: Joe Van Meter JVM
RE: Criteria for City Manager

1. Appropriate combination of experience and education.
2. Familiar with Oregon laws and impacts of Measure 5.
3. Administrative experience in running a Municipal Police Department.
4. Appropriate experience in preparing budgets.
5. Demonstrated experience in community and council relations.

lm

DRAFT PROFILE
CITY OF KEIZER
CITY MANAGER

Knowledge of Oregon
has
Ballot Measures

EDUCATION AND EXPERIENCE

SKILLS AND PAST PERFORMANCE

7. ~~X~~ I. Administrative Ability

S. {
a. Oregon Ballot Measures
b. Oregon Land Use Laws
c. Oregon Tax Levy System

4. II. Budget and Finance

3. III. Labor Relations/Personnel

2a. A leader as to what
goes on Council Agenda

1. ~~X~~ Community Relations

~~Read~~
3a. Problem Solver

2. ~~X~~ Council Relations

8. VI. Intergovernmental Relations

Mike Hart

6. ~~X~~ VII. Innovation and Achievement

Read and List
down

A Profile of a Manager

(not necessarily in priority order)

INTEGRITY determined by select references

A back ground in Oregon law-- evidenced by product, references, and oral interview

A proven manager of people--evidenced by references and perhaps products.

Articulate--evidenced in the oral interview.

It would be great if the person knew Keizer and all the major players.

Someone who would have a concept of the strengths of the current staff.

Knowledge of budget development, presentation and execution--evidenced
by product

Some one who sees Keizer as a career step upward.

Some one who can work with volunteers-- evidenced by product and references

Someone who can express a vision while still retaining realism.

A manager who can perform the major functions of administration:

A. Representation; the articulate voice--the enterprise can not
speak for itself.

B. Direction; decision making.

C. Organization; deploying resources both personnel and material.

D. Evaluation; reviewing performance at all levels of the organization.

by

Jerry McGee

OFFICE OF THE
CLERK OF THE
SUPERIOR COURT
JERRY MCGEE

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City Manager Profile

Kohs

1. General Administrative/Managerial Ability
2. Personnel Management/Labor Relations
3. Community Relations
4. Council Relations
5. Intergovernmental Relations
6. Budget & Finance
7. Planning & Community Development (including urban renewal)
8. ~~Achievement~~ Goal Setting/Achieving
9. Familiarity with Oregon Tax Law
10. Innovation

TO: DON OTTERMAN FROM: BOB NEWTON

CITY MANAGER TRAINING/EDUCATION/EXPERIENCE:

1. BUDGET DEVELOPMENT, MANAGEMENT AND EXECUTION.
2. LEADERSHIP AND MANAGEMENT
3. MANAGEMENT OF MUNICIPAL POLICE DEPARTMENT
4. COMMUNITY RELATIONS
5. LABOR/MANAGEMENT NEGOTIATIONS
6. MEASURE 5
7. COUNCIL RELATIONS.
8. LAND USE PLANNING
9. INTERGOVERNMENTAL RELATIONS
10. GRANT WRITING

BOB

AUG

DATE: August 13, 1992

TO: Don Otterman

FROM: Al Miller

I have enclosed a photocopy of the 1989 Job Announcement which was given to me. I have made notations in areas of concern, notes and insertions, and underlined areas where changes may need to be made. These are areas for discussion at the next meeting.

The following is my list of suggestions for the profile criteria:

1. A proven track record of strong leadership ability.
2. Must be a good communicator--both written and oral.
3. Must be trustworthy, honest and forthright.
4. Must be willing to be actively involved in the community.
5. Must have a broad spectrum of governmental managerial knowledge and experience which includes police, fire, public works, finance, planning and administration.
6. Must be a visionary in a rapidly growing community.
7. Must have a strong administrative ability and be able to effectively manage personnel.
8. Must have experience in governmental budgeting including knowledge of the various budget processes.