



CITY MANAGER

\$90,000 - \$115,000

Plus Excellent Benefits.

Apply by
February 23, 2020

PROTHMAN



WHY APPLY?



Known for its miles of sandy beaches, forest roads, hiking trails, wilderness areas and a picturesque bay, the coastal town of Waldport, Oregon, offers a respite from big city living. Located

just three hours from Portland and two hours from Eugene, Waldport's obscurity is part of its charm. Residents and visitors are drawn to the relaxing and slow-paced lifestyle centered around outdoor pursuits, such as windsurfing, kayaking, boating, fishing, sailing, hiking, cycling or just wandering along the pristine seashore.

Waldport is a well-run city that offers citizens a variety of opportunities to enjoy coastal life in a neighborly atmosphere. If you are an experienced professional who wants to work in a stable organization with excellent long-term staff and a positive environment, this is the right position for you!

THE COMMUNITY

Located on the Alsea River and Alsea Bay on the gorgeous Oregon Coast, this quaint town with a population of about 2,200 enjoys all the benefits of coastal living in the stunning Pacific Northwest. Once known as "beachcomber's paradise," the beaches are some of the cleanest and most beautiful in America. With moderate year-round temperatures, each season offers opportunities to enjoy the outdoors.

Designated an Important Birding Area (IBA) by the National Audubon Society, Alsea Bay is a pristine estuary and home to elk, salmon and river otter. Known for its crabbing and fishing, more than 5,000 vessels frequent the bay and river every year either to catch Dungeness crabs or to take advantage of the area's superb Chinook salmon season, which takes place in the fall. The Woodland Trail allows residents and visitors to enjoy a "heavy woody" experience right in the middle of town. The Alsea Bay Bridge Interpretive Center in Waldport provides tours of the historic bridge and nearby marine area. Other nearby state park facilities, such as the immensely popular Seal Rock Wayside north of Waldport, offer up close and personal views of local wildlife and other ecological attractions.



Crestview Golf Club is a scenic 9-hole course with a friendly, family atmosphere and unique challenges that will appeal to all levels of ability. Crestview is easy to walk, is playable year-round and open from dawn to dusk.

Created by Seashore Family Literacy as a way to promote good health and recreation, Waldport's Green Bike Program provides free bicycles for anyone to ride at any time to any destination. Based on the honor system, participants use the bikes and then leave them in an accessible place for the next rider. Adult and youth volunteers work together to restore and maintain over 100 community bicycles.

Waldport is a popular bedroom community for the larger town of Newport 16 miles to the north, which houses the offices of several federal and state agencies, including Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operation Center, Environmental Protection Agency, and the Oregon Department of Fish & Wildlife. It also hosts the Oregon Coast Aquarium and the main campus of the Oregon Coast Community College. In Waldport, the Community College has an annex that is the nursing program for the college.



THE CITY

Incorporated in 1911, Waldport operates as a council-manager form of government. The city manager is appointed by and serves at the pleasure of a 7-member council. The mayor is elected at large every two years, while the council members are elected every 4 years with overlapping terms. Waldport operates with a \$6.27 million overall budget and has 15.7 FTEs. The City has been fiscally secure for over a decade, and the future appears equally secure. The water, sewer and road infrastructure are functional with no major areas of concern. Prevention, future planning and pro-action has been the goal of the City rather than deferring maintenance and simply reacting to problems.

City departments include: Administration, Land Use Planning, Library, and Public Works/Parks. The Waldport Public Works Department is responsible for water treatment and distribution, wastewater collection and treatment, and maintenance of the City's streets, stormwater system, and facilities, including parks. The City of Waldport Utility Billing Department is located at City Hall and provides water and/or sewer service to approximately 1,200 households and businesses. Central Oregon Coast Fire & Rescue provides EMS/Fire services and the Lincoln County Sheriff's Office provides police services to Waldport.

THE POSITION

Under the direction of the City Council, the City Manager is the chief administrative officer and head of the administrative branch of the City of Waldport. The City Manager works with community leaders, department or division heads of the City, and the general public.



Main responsibilities include:

- Devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, concerning all departments of the City.
- Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such other reports as the City Council may request.
- Supervise all public utilities owned and operated by the City and shall have general supervision over all City real or personal property.
- Act as business agent of the Council for real estate transactions and matters relating to franchises and leases.
- Supervise the expenditures of all departments, divisions or services of the City and analyze and supervise the functions, duties and activities of the various departments, boards and services of the City, and all employees thereof; make recommendations to the Mayor and City Council which, if adopted, will result in greater efficiency of the overall operation of the City of Waldport's government.
- When authorized by the City Council, the City Manager shall develop and organize improvement projects/programs and assist the Mayor and City Council in carrying the same through to a successful conclusion.
- Make and keep an inventory of all personal and real property owned by the City and advise the Mayor and Council concerning the purchase of new machinery, equipment, supplies, or services which can be obtained under terms and conditions most advantageous to the City.
- Make, or cause to be made, studies and surveys of the responsibilities, duties and work of the personnel employed by the City; inform and update the Mayor and Council in regard to his/her decisions on abolition, consolidation, transfer, or removal of positions or personnel, or any other administrative decisions made by the City Manager which in his/her judgment will increase administrative efficiency.
- Endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in his/her contacts with the public, personnel employed by the City, and all elected and appointed officials, to the end that the highest possible standards of public service shall be maintained.

OPPORTUNITIES & CHALLENGES

Industrial Site Development

The City is working to facilitate the development of a 150-acre privately-owned industrial site that has been listed as a Regionally Significant Industrial Site. The City Manager is expected to play a major role in moving this project forward, which involves a public process, negotiating with the current owners, regulatory issues, and infrastructure expansion.

New Plans

Waldport has newly developed water, wastewater and transportation master plans. The City is looking for someone who can develop and execute implementation strategies.

Asset Management

The City has recently acquired, primarily through donation, land for parks and trails development, and a former bank building. The City Manager will play a significant role in managing all City properties, and work with the City Council to determine the best uses for them.

Water Storage Tank Litigation

The City is currently dealing with long-term litigation concerning recoating the inside of a water storage tank. Once resolved, the City will need to develop a plan and financing to repair the work or replace the tank, which is subject of the litigation.



IDEAL CANDIDATE

Education & Experience:

A bachelor's degree from an accredited four-year college or university in public or business administration or a closely related field, and five (5) years progressively responsible public or business management experience affording a knowledge of local and state laws is required. An MBA or MPA is preferred. The new City Manager must reside within the City of Waldport or the immediate adjacent unincorporated area. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

Necessary Knowledge, Skills & Abilities:

- Proven skill and experience with public infrastructure financing and public project management is needed to be successful in this position.
- Experience in Public Works management.
- The ideal candidate will understand the dynamics of a small town, value volunteerism, and know that a small community thrives and survives on a network of volunteers and community-based organizations.
- Excellent communication skills and the ability to keep the City Council informed. Experience facilitating community involvement and building Council consensus.
- Demonstrated success with grant writing and administration, and the knowledge of grant funding sources.
- The ideal candidate will have experience managing a small city, maintain a professional demeanor, yet be approachable, responsive, visible, and active in the community.

COMPENSATION & BENEFITS

- **\$90,000 - \$115,000 DOQ**
- Medical, Dental and Vision Insurance
- Life & Disability
- VEBA
- Oregon Public Employees Retirement System
- 11 paid holidays
- Vacation time
- Sick leave



Please visit:
www.waldport.org

The City of Waldport is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 23, 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** 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

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050