



# CITY OF BURNS

## OREGON

### CITY MANAGER

**\$60,000 - \$75,000**

*Plus Excellent Benefits*

*Apply by*

**April 26, 2020**

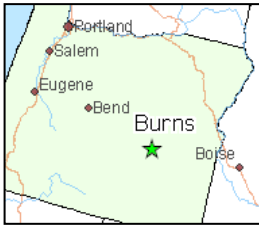
*(First Review, Open Until Filled)*

***PROTHMAN***





## WHY APPLY?



Commonly referred to as the gateway to the Steens Mountain, the City of Burns, Oregon became a town in 1891 and was named after the Scottish poet Robert Burns. Burns provides the

opportunity for visitors to meet the friendly people of this western town, view breathtaking scenery, and enjoy many outdoor activities including snow sports, fishing, boating, hiking, hunting, camping, and backpacking. With affordable housing, excellent schools and a local hospital, Burns is a great place to join a family oriented, frontier community in eastern Oregon.

The City of Burns offers a great opportunity for a small-town management professional to showcase their city management talents and make a difference in the future of a community, while working with the City Council in developing a new vision for the community and pursuing a work plan toward achieving that vision in a beautiful place to live.

## THE COMMUNITY

The City of Burns (pop. 2,774) is the county seat for Harney County (pop. 7,000), the largest county in Oregon. The County covers 10,226 square miles, is the 9<sup>th</sup> largest county in the country, and is larger than many states. As a Frontier community, Burns is proud of the western heritage so integral to the way of life in southeastern Oregon. The City is home to unique individuals from just about every walk of life who come together to enjoy the slower pace living in a small town.



The history of Burns is a delightful mix of the quintessential western development, the Basque people who settled in the area as sheepherders and later became landowners and businessmen, and the Paiute Tribe, who's path intertwined in every facet of the community.

The city provides easy access to a variety of nearby adventures, from the unique and extraordinary beauty of the high desert to Alvord Desert, a flat playa. Close by pine forests are home to Yellow-jacket Lake, Delintment Lake, and numerous streams and rivers which provide camping, fishing, and hunting as well as winter snow adventure opportunities. To the south, the Steens Mountain offers gorges, crests, and wildlife viewing that provide some of the most breathtaking visual experiences a person could ever wish for.

As a part of the Pacific Flyway, bird watching in the spring can leave residents and visitors alike awestruck. The Malheur Nations Wildlife Refuge is also just 30 miles south of the City on US 205 and offers 185,000 acres of habitat for over 250 species of migratory birds. Also unique to the area, wild horses from the Kiger Herd Management Area just south of Burns are highly sought after around the world, being descended from Spanish Mustangs.

The City of Burns is served by Harney County School District 3, which provides the area an elementary school, middle school, and high school.

## THE CITY

The City of Burns operates under a Council/Manager form of government. The Council consists of a Mayor and six Councilors nominated and elected from the City at large every four years. The City Manager provides the guidance for City Departments and works with the City Manager of Hines to coordinate a number of aspects of the Departments to enhance the level of services provided.

The City's departments include Airport, Attorney & Engineer, Cemetery, City Council, City Hall, Fire, Planning, Police, and Public Works. Services are provided by 13.45 FTEs on a FY2019-20 budget of \$5,801,774.

## THE POSITION

The City Manager is the administrative head of the City of Burns and is responsible for the City's overall management and administration. The City Manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. The City Manager exercises supervision over the City's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The City Manager must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitored. The City Manager will work closely with the mayor as the mayor will often serve as a liaison between the City Manager and Council. The City Manager supervises 13.45 employees and two contracted services. For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. Ongoing efforts to develop all aspects of the community provides the right individual the opportunity to bring to the table a new perspective and the ability to help the community grow in not just population but in the possibilities of the tourism industry.
2. The City's geographic location is a major challenge. Major shopping in the area is two hours away. The City Manager will promote an internally self-sustaining, self-sufficient community, and better utilize the City's proximity to US 20 as an economic advantage.
3. Addressing the need for economic development and housing and interacting with state and regional agencies and elected leaders to gain more resources for the community will be a priority for the new Manager. This will also include resolving flood plain issues with FEMA to facilitate economic development, including development at City airport, and developing an approach to address unsightly properties.
4. The City Manager will have the opportunity to manage infrastructure projects, communicate city successes to the community, and city goals to the employees effectively.
5. There is strong cooperation between Burns and the neighboring city of Hines in providing services including cooperating on police staffing schedules. The City Manager will continue this cooperation and will also have the opportunity to work with the neighboring Burns Paiute Tribe tribal government.



## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree OR a combination of skills, training and five (5) years of public or municipal administration experience is required. A Master of Public or Business Administration is preferred. Managerial and leadership experience is essential, preferably with a well-rounded background that includes a combination of public and private sector experience. Highly developed communication skills and experience working closely with elected officials is crucial as is background in facilitation and conflict management. An exceptional ability to collaborate and develop effective community partnerships is required.

### Necessary Knowledge, Skills & Abilities:

- The ability to communicate clearly and effectively with the Mayor, City Councilors, City Staff, and public is a must. Strong listening skills with appropriate follow-up verbally and in writing is needed.
- The ideal candidate will be visible in the community, and is expected to be easily approachable, recognized and knowledgeable about the people of Burns.
- The ideal candidate will be skilled in the basics of managing a small city and be an effective communicator who understands the importance of keeping the City Council informed. Skill in facilitating community involvement and building Council consensus will bring candidates to the top of the list.
- Experience maintaining a professional demeanor, yet being approachable, responsive, visible, and active in the community is a must.

- Understanding the dynamics of a small town, valuing volunteerism, and knowing that a small community thrives and survives on a network of volunteers and community-based organizations is essential.
- The selected candidate will have a transparent management style, bring common sense, fresh ideas, and excitement to the position, and be willing to perform basic functions while pursuing major goals. He or she will be a leader who can bring innovative approaches to address long-standing issues such as revenue fluctuations and community improvements and implement change with patience and at a pace acceptable to the community.
- Knowledge and experience in intergovernmental relations, financial management, human resources and grant writing is necessary.

### COMPENSATION & BENEFITS

- **\$60,000 - \$75,000 DOQ**
- Medical, Dental, and Vision Insurance
- Reimbursable Mileage for City Travel
- Optional 457 Deferred Compensation Plan
- Group Term Life Insurance
- AD&D
- Oregon PERS
- 5 Days of Vacation (First Year)
- 12 Days of Sick Leave
- 11 Paid Holidays

**Please visit:**  
**[www.ci.burns.or.us](http://www.ci.burns.or.us)**

The City of Burns is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 26, 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](http://www.prothman.com)** and click on "Open Recruitments" and select "City of Burns, OR – City Manager. 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. Photos provided by Andi Harmon, LC Ranch Photography.



**[www.prothman.com](http://www.prothman.com)**

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