



CITY OF KEIZER

O R E G O N

CITY MANAGER

\$130,166 - \$169,832

Plus Excellent Benefits

Apply by
January 15, 2022
(First Review, Open Until Filled)



THE COMMUNITY



With a population of 38,585, Keizer is the 13th largest city in Oregon, nestled in the center of the Willamette Valley and adjacent to the City of Salem, the State Capitol. Known as “the Iris

Capital of the World,” Keizer residents enjoy an array of community amenities and quality services. Residents consider its small town feel as its greatest asset. As Oregon’s second youngest city, established in 1982, Keizer has benefitted from the experience of more established cities while creating its own, unique approach and identity to city and community life.

Keizer is perfectly located within driving distance of a number of activities for just about anyone. Keizer is positioned approximately 45 minutes south of Portland, the largest city in Oregon; two hours from downhill skiing, and approximately an hour drive to the beautiful and unique Oregon Coast. The City’s motto of “Pride, Spirit and Volunteerism” is not just words on a sign but the way we live and work together. Public participation in community activities such as the monthly community dinner, the annual KeizerFest celebration, youth sports, arts & culture, and Keizer’s three active neighborhood associations is always substantial.

The citizens of Keizer place a high value on education. There is one world-class high school – McNary High School (led by the 2020 Oregon Principal of the Year), two equally outstanding middle schools, and seven elementary schools in Keizer. Keizerites dedicate hundreds of hours each year to Keizer schools and the community connections cannot be missed. The schools are part of the larger Salem-Keizer School District system.

During the 1990’s and 2000’s, while the City of Keizer saw rapid residential growth, the City’s leaders worked to create parks and open space areas. Keizerites are very proud of their parks, many of which are nestled within residential neighborhoods. Keeping in line with the City’s motto of “Pride, Spirit and Volunteerism,” many park amenities were volunteer-built. Keizer’s 19 parks include an amphitheater, trails, playgrounds and sports courts, river frontage, and a dog park.

Keizer’s prominence in the Mid-Willamette Valley cannot be understated. Keizer Station, located immediately off of Interstate 5, is a popular and thriving regional retail shopping center. River Road, which runs the length of the city, is home to commercial and retail center hubs. The City of Keizer is an active partner in regional planning initiatives such as the Mid-Willamette Valley Homeless Alliance, the Mid-Willamette Area Commission on Transportation, the Safe-Routes to School Program, Salem-Keizer Area Transportation Study (SKATS), Mid-Willamette Valley Council of Governments (MWVCOG), and the Strategic Economic Development Corporation (SEDCOR). Collaboration has been a key to success for Keizer and the Mid-Willamette region.

The people of Keizer are proud of their city, and for good reason. Keizer has worked hard to create an environment with quality services, low crime rates, efficient and accountable governance, great schools, access to many outdoor and cultural activities, and a strong sense of community that is inclusive of all of Keizer’s residents.



THE CITY

Keizer operates under a Council-Manager form of government, with a Mayor and six-member City Council. The City Manager is the administrative head of the city government. The City Manager is one of three employees hired and supervised by the City Council, with the other two being the City Attorney and the Municipal Judge. The City has budget authority for 101 employees working in the following departments: Administration, Finance, Human Resources, Public Works, Planning, and Police. The City’s 2021-22 operating budget is \$47,997,300. The City of Keizer is financially stable and successfully operates with one of the lowest-in-the-state property tax rates for a full-service city.

The City of Keizer's departments are each led by dedicated and extraordinary department directors. The City of Keizer has been very fortunate over the years to have relatively low turnover in these positions, which has contributed greatly to the City's ability to provide services to its citizens in such an efficient and cost-effective manner. However, it is anticipated the next City Manager will address turnover in some of the department director positions in the near future.

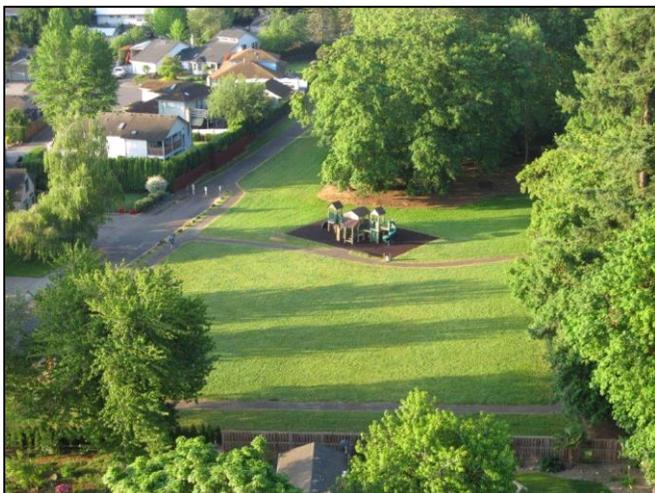
THE POSITION

Under the direction of the City Council, the City Manager is the Chief Executive Officer for the City of Keizer. This position provides the Mayor and City Councilors with information, implements policies adopted by the Council, and manages the City operations in an effective and efficient manner. The City Manager directs the administration of ordinances, contracts, leases, permits, and the fiscal budget and provides management of the city's human, technical, and physical resources through leadership to all departments. The City Manager also works with the City Council in managing the City's budget.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

The City shares an Urban Growth Boundary with the neighboring City of Salem, which is a growth limiting factor for Keizer. While there is a need to facilitate growth and economic development, there are no available industrial or commercial sites within the Keizer city limits that would support major development.



Other challenges include:

1. Lack of affordable housing.
2. Assisting businesses in recovering from the COVID period.
3. Long-term fiscal resources.
4. Long-term department directors retiring.
5. Changing volunteer involvement in parks and recreation.

IDEAL CANDIDATE PROFILE

Excellent candidates will have a Bachelor's degree in public administration, political science, business management, or a closely related field from an accredited school and five years of experience as a municipal administrator or manager of a public agency or department with related duties; or an equivalent combination of education and experience. Candidates should be able to present success in the management of complex organizations or associations, possess a working knowledge of government including but not limited to public employment, public records and meetings laws, and public finance and accounting requirements. Candidates are required to be bonded and residency within Keizer City Limits is required within 1 year after appointment.

The ideal candidate will have:

- A Master's degree in a field described above and eight years' experience as a City Manager, Assistant City Manager, or other equivalent Department Manager-level experience, or
- Comparable experience and success in the management of a multi-level, complex organization or association that is, at a minimum, the functional equivalent, in size and scope, to the City of Keizer, and
- A history of adherence to the International City/County Management Association (ICMA) Code of Ethics or demonstrated adherence to similar ethical performance is preferred. The ideal candidate will have a clear working knowledge of the Council/Manager form of government.

The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional education, skill sets and experiences to apply, even if you do not believe you meet 100% of the qualifications and hiring criteria described.

Other traits of the ideal City Manager include:

- Ability to explain complex policy and practices clearly and understandably to City Councilors and the public.
- Excellent communication skills both in writing and verbally, including the ability to anticipate what, when, and how information needs to be communicated.
- Leadership style that is diplomatic, flexible, and responsive to changing needs.
- Ability to quickly gain an understanding of the City's regional role and resources.
- Experience in intergovernmental relations.
- Enjoys being involved in the social aspects of the community.
- Ability to remain politically neutral.
- Skill in interacting with City employees and making them feel valued.
- Experience as a relationship builder.
- The ability to stand their ground while willing to consider all views.
- Understands the system of government, but also understands the business world.
- Commitment to gaining an understanding and developing an appreciation for the values of the people of Keizer.
- Ability to make things happen through collaboration with community members.
- Ability to diffuse interpersonal and interagency conflict.
- Experience in working with and supporting part time elected officials.
- Working knowledge of using data in the evaluation of alternatives and operating systems.
- Experience in budget development and management.
- Experience in supervision of administrative and technical staff.
- Development of long- and short-range plans.
- Experience in media relations, including the use of social media platforms.

**COMPENSATION & BENEFITS**

- **\$130,166 - \$169,832 DOQ**
- Health, Dental (with Orthodontia), and Vision Insurance
- Life and Long-Term Disability (LTD) Insurance
- Flexible Spending Account (medical and dependent care)
- Oregon PERS
- 457 Deferred Compensation with up to 6% City Paid Match
- Employee Assistance Program
- Vacation Accrued at 4.62 Hours Bi-Weekly
- Two Personal Days
- 10 Paid Holidays
- Sick Leave Accrued at 8 Hours per Month
- Health and Wellness Program
- On-site Massage Chair
- 24/7 Fitness/Weight Room Access
- Supplemental Insurance
- Vehicle Allowance
- Cell Phone Stipend
- Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.
- To view detailed information about benefits offered, please visit www.keizer.org/city-benefits.

The City of Keizer is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 15, 2022** (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 "**Open Recruitments**", select "**City of Keizer, OR – City Manager**", and click "**Apply Now**", or click [here](#). 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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