



CITY MANAGER

\$130,000 - \$165,000

Plus Excellent Benefits

Apply by
November 20, 2016
(open until filled)

PROTHMAN



WHY APPLY?



McMinnville is a charming community that enjoys close proximity to the stunning Oregon Coast, Portland, and the state capital, Salem. Sprinkled throughout

the tree-lined streets of downtown McMinnville are restored, turn-of-the-century buildings reinvented as award-winning restaurants, wine bars, art galleries, antiques stores, and unique shops. With green rolling hills as the backdrop, McMinnville is known for its exceptional quality of life, and residents enjoy a climate that offers year round outdoor recreation, including golf, cycling, hiking, mountain biking, and skiing in nearby mountains.

This is the opportunity for a public sector professional to work with a dedicated staff to provide exceptional service to this quaint Pacific Northwest town and lead it toward its bright future.

THE COMMUNITY

Incorporated in 1876, McMinnville is a historic city that has kept its turn-of-the century charm while providing full services for 33,000 residents. Today, the town is rich in history and small town ambiance, while providing amenities typically only associated with much larger cities. The population has more than doubled in the last two decades and continues to flourish.

The town's agricultural roots are still strong today, as evidenced by the quality produce and locally-grown products at the Farmer's Market, local stores, and restaurants. Verdant vineyards, golden wheat fields, and other crops surround this charming town.

More than 57% of McMinnville's employed residents work within the city in a host of businesses from entrepreneurial start-ups to century-old companies. The City has a long history of promoting a diversified employment base. The products produced include electronics, mobile homes, nursery supplies, steel, plastics, wine, and food products. McMinnville is known as "The Heart of Oregon Wine Country."



McMinnville is a community that likes to celebrate year-round. Festivities include the International Pinot Noir Celebration, a three-day event that attracts wine lovers from all over the world. The town is proud of its extensive park system, including City Park, which also houses the library and aquatic center. Joe Dancer Park is a 100 acre sports field complex with lots of room to run and play. This park also features walking trails and wetland trails for viewing nature.

The Evergreen Aviation and Space Museum, best known as the home of the world famous Spruce Goose, the world's largest propeller-driven airplane, makes its home in McMinnville.

McMinnville schools are consistently strong with six elementary schools, two middle schools, and one high school with two optional specialized learning programs—the Engineering and Aerospace Science Academy (part of the District's nationally recognized STEM program) and the Media & Communications Academy. Additionally, the District is beginning to implement improvements included in the \$89.4 million bond measure that the voters approved in 2016. The town is also home to Linfield College and Chemeketa Community College. Private school options are available, as well.



THE CITY

The City operates under a Council/Manager form of government. The City Manager serves at the pleasure of the Mayor (who is elected at large), and the six Council members (with two elected from each of the three wards). The Mayor and City Councilors serve four-year terms of office. Citizen volunteers play a key role in city government, serving on all commissions and committees and providing hours of service to many City departments. The City currently has 1,325 active volunteers.

City departments include: Administration, Community Development, Finance, Fire, Information Technology, Library, Municipal Court, Parks and Recreation, Planning, and Police. The City has 211 FTEs and the current budget is \$108 million. Public water and power are provided by the McMinnville Water and Light Department. The Department is governed by its own appointed Commissioners, who appoint a General Manager to manage the Department. This full-service City has been served by just three City Managers over the past 57 years.

THE POSITION

The City Manager acts under the general direction of the City Council and executes all Council policies. Operating in concert with department heads, the City Manager plans, organizes, and directs City operations, and provides assistance to the Council regarding policy decisions and their implementation.

The City Manager will be required to reside within the 97128 zip code no later than six months after hire.



In addition, the City Manager:

- Manages and coordinates projects and programs to accomplish goals and objectives of the City Council.
- Facilitates the City's long-standing tradition of collaborative relationships between City Council, Manager, and staff.
- Subject to municipal code, state statutes, and federal laws, provides administrative direction to all City employees, directly or through department heads. Ensures satisfactory resolution of personnel issues. Reviews and provides final approval on hiring, discipline, and termination recommendations.
- Confers with City Council, department heads, and others on varied operating and administrative problems. Reviews departmental plans, programs, and procedures. Suggests new innovations or methods to improve the standard of services provided by the City.
- Administers approved budget and monitors overall expenditures to ensure compliance with budget. Maintains a balanced approach to the needs of all departments.
- Works with various citizen and business groups to encourage and develop economic opportunities. Attends meetings and represents the City in various organizations and groups. Explains City issues and projects, and encourages citizen participation and support.

CHALLENGES & OPPORTUNITIES

1. The City recently created its first Urban Renewal District, focused around the City's historic downtown and an adjacent underdeveloped area. The District provides a long-term method for further improvement of an already vital and dynamic downtown area.
2. The City is continuing to construct transportation improvements contained in the \$24 million General Obligation bond measure approved by the voters in 2014.
3. The City collects a transit lodging tax of 8 percent. 70 percent of total tax collected is turned over to a direct marketing organization for the promotion of tourism. The remaining 30 percent is transferred to the General Fund.
4. While the City has historically been fiscally conservative and currently has healthy General Fund reserves, funding General Fund operations in the future will be a challenge.

IDEAL CANDIDATE PROFILE

The City of McMinnville is seeking a progressive, visionary manager who has a broad knowledge and understanding of all aspects of municipal government and intergovernmental relationships. The ideal candidate will have a strong background in public finance, budgeting, and forecasting; the principles and practices of public administration; public relations; and general management. The candidate will be able to demonstrate creativity in finding financing solutions and alternative revenue streams.

The City of McMinnville is a stable, well managed City with a seasoned and knowledgeable department head team and staff and a cohesive City Council. The ideal candidate will be prepared to first take time to listen, learn, and build relationships within the organization and community. This individual will be someone who can take the City into the future while preserving the best of who we are.

The ideal candidate will bring an egoless leadership style and build consensus with staff and community, through trust and demonstrated integrity. The candidate will fully embrace city management as a vocation. The new Manager will need to be a positive person who is approachable and who can maintain and nurture relationships at all levels. Citizen volunteers play a large role in the City's government so the next manager will have to appreciate and embrace the connectivity the City has with the community. Community involvement will be of high importance and a proven track record showing community involvement will be a plus.



EXPERIENCE & EDUCATION

This position requires a bachelor's degree from an accredited college or university in public administration or a closely related field. A master's degree in public administration or business management is preferred. Competitive candidates should have at least seven to ten years of senior public sector management experience in a city, county, or other applicable public sector agency of similar or greater complexity and size. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

COMPENSATION & BENEFITS

- \$130,000 - \$165,000 DOQ
- Medical, Dental and Vision
- PERS
- 10 paid holidays
- Vacation time
- Sick leave
- Vehicle allowance

Please visit:

www.mcminnvilleoregon.gov

The City of McMinnville is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 20, 2016** (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, 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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