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# CITY OF WARRENTON

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## WORK SESSION

### AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON  
August 9, 2016 – 5:30 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, Or 97146

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1. Call to Order
2. Review of City Manager Recruitment/Standards, Criteria, and Policy Directives for Hiring a City Manager for the City of Warrenton

Warrenton City Hall is accessible to the disabled. If special accommodation is needed, please notify the City Recorder at 503-861-0823, at least 48 hours in advance of the meeting so appropriate assistance can be provided.

RESOLUTION NO. 2331

Introduced by: All Commissioners

A RESOLUTION ADOPTING STANDARDS, CRITERIA, AND POLICY DIRECTIVES  
FOR HIRING A CITY MANAGER FOR THE CITY OF WARRENTON  
AND REPEALING RESOLUTION NO. 2327

WHEREAS, under Section 21 of the City Charter, the City Commission is responsible for appointing the City Manager; and

WHEREAS, it is desirable for the City Commission to adopt standards, criteria, and policy directives for the selection and appointment of a City Manager.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The standards, criteria, and policy directives the City will use as a guideline in recruiting and considering City Manager candidates during the selection process will be the City Manager Job Description as set out in Exhibit A, the City Manager Profile as set out in Exhibit B, and the Recruitment Advertisement set out as Exhibit C to this resolution.

Section 2. When the Commission is engaged in the steps that involve the discussion and selection for further consideration of individual candidates and the interviewing of candidates, the Commission may elect to conduct the discussions and interviews in executive session, subject to the provisions of the Oregon Open Meetings Law. However, final action on hiring a City Manager will be taken in an open meeting.

Section 3. Resolution No. 2327 is hereby repealed.

Section 4. This resolution shall take effect immediately upon its passage.

Adopted by the City Commission of the City of Warrenton this 8th day of March 2011.



Mark Kujala, Mayor

ATTEST



Linda Engbretson, City Recorder

EXHIBIT A

CITY OF WARRENTON CLASS SPECIFICATION

CITY MANAGER

**DEFINITION**

Under the general direction of the City Commission, directs and coordinates the activities of all City departments and implements policy as established by the City Commission.

**DISTINGUISHING CHARACTERISTICS**

The position of City Manager is established by City Charter and is the administrative head of the City.

**EXAMPLES OF DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those duties which are least likely to be essential functions for any single position in this class.

1. Meets with the City Commission in regular and special meetings, gives information and transmits special or regular reports covering the affairs and needs of the City and its varied issues of municipal operations; and advises Commission members in their deliberations on policy or legislative matters.
2. Meets with the public to provide information and assistance regarding City ordinances and policies; receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
3. Directs staff in the administration of all ordinances and the provisions of all franchises, leases, contracts, permits, and privileges granted by the City.
4. Appoints and removes all City officers and employees except as otherwise provided by the City Charter; directly and through subordinate supervisors, directs and controls the work of City staff and City departments; assigns and transfers employees as necessary to obtain efficiency in City operations.
5. Administers the City personnel system including recruitment and selection, performance appraisals, collective bargaining, labor contract administration, grievance resolution and employee terminations.

City Manager  
Job Description  
Updated: 4/07

6. Supervises and participates in the preparation of the annual City budget as the Budget Officer; reviews and approves departmental budget requests for submission to the Commission as appropriate, submits the estimates of revenues and expenditures to the Budget Committee; prepares or directs the preparation of such special reports as the Budget Committee or City Commission may require.
7. Seeks out financial resources available to the City such as revenue sharing, economic development grants; supervises the preparation of special grant requests.
8. Meets with representatives of other cities, the county and other governmental agencies on varied problems involved in the coordination of City services and agreements with those of other governmental units; attends meetings of various bodies directly involved in the City's operation such as the Planning Commission and provides staff assistance where requested; corresponds with other governmental agencies, private groups, and individuals on varied aspects of City business.
9. Supervises the operation of all public utilities owned and operated by the City.
10. Serves as purchasing agent, approving purchase orders and payments.
11. Exercises general supervision over all City property.
12. Confers with City staff and others on varied operating and administrative problems, proposed and reviews departments plans, programs and procedures and suggests new innovations or methods to improve the standard of services rendered by the City.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### Knowledge of:

1. Municipal government organization, powers, functions and relationships with other governmental jurisdictions.
2. Principles and practices of public administration as applied to the management of diversified municipal government services.
3. Principles and practices of public budgeting, financial management, personnel management, and records management.

4. Principles and methods used in employee-management negotiations, procurements, public works contract bidding and administration, and other aspects of municipal government operations.

Ability to:

1. Establish and maintain cooperative and harmonious working relationship with City legislative and administrative officials and employees, representatives of business and government organizations and the general public.
2. Develop and prepare effective and complete correspondence and administrative reports.
3. Make effective presentations to various groups.
4. Analyze complex problems and complete research in solving them.
5. Plan, assign, direct and review the work of others.
6. Analyze and implement municipal public service projects and programs.
7. Analyze public policy and present and apply finding.

**Experience and Training**

The knowledge, ability and skill listed above may be gained through various types of education, training and experience. A typical way to acquire the required knowledge, ability and skill is listed below.

Seven years of experience in municipal government management preferably as a city manager or assistant city manager. Graduation from a four-year college or university with major course work in public administration or related field.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Deadlines and shifting priorities are frequently part of the daily routine. Interruptions are frequent from various City staff, telephone calls, and office visitors. Some travel by car is required to attend meetings and training sessions. Availability and transportation is required to attend meetings outside of normal business hours.

Physical demands include sitting for prolonged periods; occasional lifting of files, stacks of paper, reference and other materials; moving from place to place between and within the office, as well as in outdoor locations to inspect

development sites; some reaching for items above and below desk level. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

City Manager  
Job Description  
Updated: 4/07

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EXHIBIT B  
**City of Warrenton**

**City Manager Profile**  
**March 2011**

**General Roles and Responsibilities**

The City Manager is hired by the 5-member City Commission (including the Mayor), and holds office at their sole discretion. The City Manager is the chief administrative officer of the city government and has hiring and firing authority over all city employees. He or she provides direction in the development, evaluation, and interpretation of policies set by the Commission, and directly or indirectly supervises their implementation in the city.

**Background Requirements**

Education. Minimum educational requirement for the position is a Bachelor's Degree or advanced academic work or years of management experience.

Experience. The position requires at least seven years successful experience in management, municipal or other public administration, with a track record of progressively more responsible positions.

**Skills and Performance Standards**

Administrative Abilities. The City Manager needs to be a strong leader who effectively motivates staff. The position requires someone with an open communication style who enjoys working with other people. A positive approach to issues and challenges is preferred. Someone who works collaboratively with staff and has an "open door" policy is preferable to someone who works from a "command and control" model.

Budget/Finance. The City Manager must have a working understanding of economics and the ability to know how cash flow works in a city at different times of the year, and must be able to really stretch a dollar. He or she must take a conservative approach with the city budget, recognizing it comes from taxpayers. The City Manager needs to understand or acquire knowledge and experience within a reasonable amount of time, in different municipal financing vehicles and understand cost-accounting procedures. Familiarity with Oregon tax laws and the state's unique finance practices is preferred. A track record of success in securing grants is another plus.

Labor Relations/Personnel. As noted above, the City Manager should be skilled in motivational leadership of the staff. Management style should be open and positive, someone who can be an effective leader, not a micro-manager and be able to delegate to staff when appropriate. Direct communication with staff is a must so that potential problems are addressed before they grow into large ones. With two labor unions in the city, The Manager should have experience negotiating labor contracts. A manager who is well versed in the broad area of Human Resources Management will be preferred.

Community Relations. The City Manager is expected to be an active participant in the life of the community by living in the city and being involved in civic and community organizations. Residency requirement is in the Warrenton City Charter. He or she must feel at home in Warrenton and understand the regions natural resources, demographics and what drives the local economy. The successful candidate will be able to confidently show interest in communicating with citizens both formally and casually, and in involving them in the business of the city.

Commission Relations. The successful candidate will have an honest, open, collaborative communication style with the Commission. Members need to be fully informed about all sides of various policy options, and the recommendations of the City Manager based on his or her professional experience. The City Manager is expected to advocate for a preferred course of action, but be willing to accept the final decision of the Commission and move forward positively to implement it. It is important to the Commission that the City Manager diligently pursues the goals established by the Commission. The Commission should never be blindsided by any important issue.

Intergovernmental Relations. Warrenton is involved with several other local governments—Federal agencies, State of Oregon, Clatsop County, special districts, school districts, etc. The City Manager needs to effectively represent the interests of the city both regionally and locally, in cooperative projects, and be a collaborative participant who earns the respect of his or her peers. Because the city is a regional water and air service provider, it is important to quickly establish a positive working relationship with nearby local governments.

Innovations and Major Achievements. Being a coastal community with the largest state park and one of Oregon's five National Parks, Warrenton has some special challenges with tourist traffic and infrastructure needs. The City Manager should have direct experience in the management of capital improvement projects such as water and sewer systems. Experience in urban renewal is vital to this community. A working knowledge of waterfront communities, marinas and tourist communities would be a definite plus.



EXHIBIT C

**City Manager** – Warrenton, Oregon. Pop. 4,875. Salary \$80,000 - \$99,000 DOQ, + excellent benefits, including health insurance coverage, PERS and a car allowance. General Fund budget: \$3M. Staffing: 38 FTE. Warrenton is a full service city with police, public works (incl. water and sewer), sanitation, fire (both paid and volunteer fire fighters), library, and two marinas. The City Manager reports to a 5 member City Commission that seeks a person committed to an open, honest, and collaborative relationship with the Commission as a group. The City Manager is the chief administrative officer and is charged with implementing council policy and directives. He/she is responsible for the appointment and removal of all city employees. The City has an excellent and experienced group of department heads.

Warrenton is a beautiful coastal community, serving as regional retail hub for many who live and work in NW Oregon and SW Washington. Warrenton hosts a regional airport, Coast Guard station, the largest state park in Oregon as well as a large national park. The city enjoys a broad, diversified economic base that includes a major natural resource (fish and timber) processing presence. Warrenton's growth is partially due to its supply of developable land and the development of 2<sup>nd</sup> homes to take advantage of Warrenton's desirable coastal location. City infrastructure capacity has been upgraded with the construction of water and sewer treatment plants. Warrenton faces challenges and opportunities related to tourist traffic and continuing infrastructure needs. The City has recently created an urban renewal district that is the site of significant retail development.

Warrenton's preferred qualifications include an open and effective leadership style, as well as experience and skills in land use, public works (including water, wastewater, and capital project oversight), local government finance, intergovernmental relations, human resources and labor relations in a unionized environment, grants and economic development. Experience with tourism, coastal communities, marinas, and forestry would be a plus.

The city manager is expected to reside in and be an active, involved member of the community.

A bachelor's degree and a minimum of 3 to 5 years supervisory experience is required. Experience as a city manager, assistant city manager, or department head and/or other local government/special district experience will be preferred, though persons with significant management experience in analogous fields are encouraged to apply.

To apply, please send a cover letter and resume that provides specific information on your supervisory and capital improvement project experience to Warrenton City Manager Recruitment, c/o League of Oregon Cities, P.O. Box 928, Salem OR 97308. Questions may be directed to Julie Oke at (503) 588-6550 or [jmoke@orcities.org](mailto:jmoke@orcities.org). **Closing Date: April 15, 2011.**