



## **City of Manzanita, Oregon**

**City Manager  
position available**

**Apply by  
September 4, 2020**

### **THE COMMUNITY**

Manzanita is a small residential community located on the beautiful Oregon coast 21 miles south of Seaside and 25 miles north of Tillamook. The city is home to about 635 year-round residents, and about three quarters of the homes in the city are second homes. A small commercial area serves residents, second homeowners and visitors. The community is bordered by Neahkahnie Mountain on the north and Nehalem Bay State Park on the south.

### **THE CITY ORGANIZATION**

Manzanita was incorporated in 1946 and is governed under a Council-Manager form of government. The Mayor and four Councilors make up the City Council, which exercises policy- making and legislative authority and is responsible for legislation, adopting the budget, appointing committees, and hiring the City Manager. The Mayor serves a two-year term and is a member of the City Council. Councilors serve for four years, with three of the five councilors' terms expiring in each biennial election. The City Manager and staff are responsible for carrying out the day-to-day operations of Manzanita.

The City provides police, parks, water utility, street maintenance, storm drainage maintenance, land use planning, building inspection, municipal court, and administration services. Fire protection services and wastewater services are provided by regional agencies. The City operates with a regular staff of 13.

## **CHALLENGES AND OPPORTUNITIES**

The Manzanita City Council has set goals to address the following:

- Implement the plan to relocate City Hall and related city services to the Underhill Plaza Property.
- Finalize and approve an emergency preparedness plan that prepares the City to proactively respond to major catastrophic events.
- Complete a 5-year capital improvement/infrastructure plan that is tied to the Annual City Budget.
- Create a shared vision for the Manzanita Community including those areas in the Urban Growth Boundary.

## **THE CITY MANAGER POSITION**

The City of Manzanita City Council is seeking an Interim City Manager who embraces the values of honesty, integrity and transparency and will model these values while working with the City Council, staff, and the community.

The ideal candidate possesses the following characteristics: Is collaborative as well as a team builder; Is flexible and open to the ideas of others; Ensures the effective and efficient implementation of Council policy direction; Is accessible to Council members, residents, second homeowners and visitors to listen to issues and develop solutions where possible; Is well grounded in the practices and principles of human resource management, fiscal management, budget development, and staff leadership; Is an outstanding communicator with elected officials, staff, and the public; Is able to translate complex ideas into language that lay people can understand; Is articulate and writes well; Keeps the Council informed of issues, trends and matters of City-wide interest and other matters that may rise to the Council's level of attention; Is an analytical and a strategic thinker and is proactive in identifying problems before they become issues; Thinks flexibly and strategically, but acts decisively to achieve results; Understands the balance between dealing with growth and maintaining a small village atmosphere; Has a calm demeanor under pressure and deals respectfully with Councilors, staff and the public at all times; and, Embraces leading technology that will enhance office and City policy as Manzanita proceeds into the future.

The ideal candidate will have a bachelor's degree in public administration, business administration, planning, or related areas; and five years administrative/management experience, including at least three years of supervisory experience; OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position. A master's degree in public administration is preferred.

## **COMPENSATION**

The starting salary range is \$76,812 to \$80,664 and the actual salary will depend on qualifications and experience. The excellent benefits package includes medical, dental and vision coverage (City pays 94% of the premium cost). The City is part of the Oregon Public Employees Retirement System and the City picks up the employee contribution to the system.

## **RESIDENCY**

Residency within the City limits is not required, but the selected candidate should at least plan to live nearby.

## **CONFIDENTIALITY**

Under Oregon Public Records law, all applications are subject to disclosure upon receipt. However, the City does not expect any records requests until the finalists are named. Finalists for this position will be subject to a comprehensive background check.

## **HOW TO APPLY**

Please provide a cover letter, completed City application form, resume and response to the supplemental questions. The application package is available on the City website <https://ci.manzanita.or.us>. The application must be emailed, faxed, or mailed so that it reaches the City by 4:00 pm on Friday, September 4, 2020. Late applications will not be considered. Email to [calamillo@ci.manzanita.or.us](mailto:calamillo@ci.manzanita.or.us) OR fax to 1-503-368-4145 OR mail to City of Manzanita, City Manager Recruitment, P.O. Box 129, Manzanita, OR 97130.

## **SELECTION PROCESS**

After the closing date of September 4, 2020, applications will be reviewed by members of the City Council. The Council will narrow the field and background checks will be performed on these finalists. Interviews will be held for the finalists

on September 7 with the selection made shortly thereafter. The current City Manager will keep candidates informed of their status as the process proceeds.

### **QUESTIONS?**

For additional information on the City of Manzanita and the community, visit the City website <https://ci.manzanita.or.us> OR the tourist information website [exploremanzanita.com](http://exploremanzanita.com).

Specific questions may be directed to City Manager Cynthia Alamillo at 503-368-5343 or [calamillo@ci.manzanita.or.us](mailto:calamillo@ci.manzanita.or.us)

The City of Manzanita is an Equal Opportunity Employer and Provider. Women and minorities are encouraged to apply.

# City of Manzanita, Oregon

## Position Description

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**Job Title:** City Manager/Recorder

**FLSA:** Exempt

**Supervisor:** City Council

**Type:** Full-Time

**Department:** Administration

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### **General Statement of Responsibilities**

As the administrative officer for the City, plans and directs the activities of all City departments, through subordinate department managers and others. Acts as the City's Personnel Officer with full authority for the resolution of personnel actions.

### **Supervision Received**

Works under the general direction of the City Council.

### **Supervision Exercised**

Supervises all City employees, either directly or through subordinate supervisors. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and fire, or effectively recommend the same.

### **Examples of Duties - Essential Functions**

1. Provides administrative direction to all City employees, directly or through subordinate department heads. Ensures satisfactory resolution of personnel issues. Develops and implements personnel policies and procedures. Reviews and provides final approval on hiring, discipline and termination recommendations. Ensures proper maintenance of personnel files, required postings, and compliance by City departments with applicable laws, regulations, ordinances and policies.
2. Manages and coordinates projects and programs to accomplish goals and objectives of the City Council. Confers with department heads and others on various operating and administrative problems; reviews departmental plans, programs and procedures; and suggests new innovations or methods to improve the standard of services provided by the City.
3. Meets with the City Council at special and regular meetings. Provides information and reports covering various aspects of the City's operations. Advises Council members in their deliberations on policy and/or legislative matters.
4. Administers City planning and zoning program. Maintains records, assists in the development of and amendments to Zoning Ordinance and Comprehensive Plan. Acts as Zoning Code Enforcement Officer.
5. Ensures legal documents of City are maintained for permanency as required by State and Federal archival laws. Ensures proper maintenance of all other City records, including filing, retention and destruction. Prepares and/or processes and records necessary legal documents with county recording section. Ensures compilation and updating of all City ordinances.

6. Serves as Budget Officer. Supervises the preparation of the annual budget; reviews and approves departmental needs and estimates; transmits budget document to Budget Committee and City Council for review and approval. Administers approved budget and monitors overall expenditures to ensure compliance with budget. Researches requirements and prepares grant applications appropriate to City activities.
7. Acts as elections officer performing various duties within guidelines of established election laws, including but not limited to composing ballot explanations and working with elections officials, notifying Council of ballot issues, processing petitions and campaign filings, etc.
8. 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.
9. Responds to citizen inquiries and resolves complaints or refers to appropriate department when possible; follows through to ensure satisfactory resolution of citizen inquiries.
10. Follows all safety rules and procedures for work areas.
11. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

### **Screening Criteria**

#### Education and Experience:

- A Bachelor's Degree in public administration, business administration, planning, or related area;
- AND Five years' administrative/management experience, including at least three years of supervisory experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- A Master's Degree in public administration is preferred.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record may be required.

Knowledge of: Broad knowledge of municipal government organization, powers, and functions. Knowledge of the principles and practices of public administration including finance, budgeting, management, and grant writing. Knowledge of inter- and intragovernmental relationships. General knowledge of public contracting laws and best practices. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Interpersonal skills. Supervisory skills. Excellent customer service

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

skills. Strong organizational skills. Skill in performing basic mathematical calculations and preparing reports.

Ability to: Ability to establish and maintain effective working relationships with elected officials, consultants, staff, other agencies, and the general public. Ability to understand and carry out oral and written instructions. Ability to prioritize, delegate, and complete objectives with little functional oversight. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 10 pounds and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

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**SIGNATURES:**

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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Incumbent Name

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Incumbent Signature

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Date

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Supervisor Name

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Supervisor Signature

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Date

Date Revised: January 2018

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## Employment Application

# City of Manzanita

543 Laneda Ave PO Box 129 Manzanita OR 97130 | Phone: 503-368-5343 |  
Fax# 503-368-4145 | [www.ci.manzanita.or.us](http://www.ci.manzanita.or.us)

The City of Manzanita is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job related factors.

Position Applied For:

Date of Application:

PLEASE PRINT OR TYPE

### PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City		State	Zip	
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
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### EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

### LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

### PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.


### ADDITIONAL INFORMATION

Do you possess a valid driver's license? ☐ Yes ☐ No (A valid driver's license is required when stated on the job announcement.)

State:

Driver's License #

## WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.  
(If more space is needed, see Page 3)**

Name of Present or Last Employer			Address		
Starting Date	Leaving Date	Reason for Leaving			
Month/Year	Month/Year				
Salary \$ ____ per					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    ____ hrs/wk					
Job Title (Present or Last)			Name of Supervisor/Title		Phone #
Job Duties:          May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Reason for Leaving			
Month/Year	Month/Year				
Salary \$ ____ per					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    ____ hrs/wk					
Job Title (Present or Last)			Name of Supervisor/Title		Phone #
Job Duties:          May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Reason for Leaving			
Month/Year	Month/Year				
Salary \$ ____ per					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    ____ hrs/wk					
Job Title (Present or Last)			Name of Supervisor/Title		Phone #
Job Duties:          May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

## APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Manzanita to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statements/answers/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline, up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that the City of Manzanita may complete a background check of finalists. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Manzanita may be required to provide me with additional information. My signature on this application serves as my authorization for the City to conduct any background check for the position which I am applying that does not require additional authorization. My signature further serves as my understanding that the City of Manzanita will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Manzanita harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government history, driver's license violations and motor vehicle records, that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

City of Manzanita

# EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

## ADDITIONAL WORK EXPERIENCE

Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.

Name of Present or Last Employer				Address	
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk		Reason for Leaving	
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Employer				Address	
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk		Reason for Leaving	
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Employer				Address	
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk		Reason for Leaving	
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Employer				Address	
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk		Reason for Leaving	
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Employer				Address	
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk		Reason for Leaving	
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

The City of Manzanita is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Manzanita hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

The City of Manzanita is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: \_\_\_\_\_

Sex: ☐ Female ☐ Male

Age: \_\_\_\_\_

### RACIAL CATEGORY

- |   |   |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  |
| <input type="checkbox"/> BLACK (not of Hispanic origin)           | All persons having origins in any of the racial groups of Africa.   |
| <input type="checkbox"/> HISPANIC                                 | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.   |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER                   | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE           | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native.                                |

**VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.**

### RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper                    | Which newspaper? _____                             |
| <input type="checkbox"/> City Employment Announcement | <input type="checkbox"/> City Job Information Line |
| <input type="checkbox"/> City Employee                | <input type="checkbox"/> State Employment Office   |
| <input type="checkbox"/> City Website                 | <input type="checkbox"/> Other Explain: _____      |



# ***City of Manzanita***

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## **CITY MANAGER**

### **Supplemental Essay Questions**

The following questions are intended to allow you to demonstrate your written communication skills and to further explain your background as it relates to this position. Please limit your response to each question to no more than 250-300 words and submit your responses along with a cover letter, your resume and completed City application form.

1. Please tell us why you are interested in this position and how it fits in with your overall career goals.
2. What do you see as the most important role of a city manager in the community and what skills and experiences do you have that would help you fulfill that role?