

Proposal to provide recruitment services for the City of Manzanita's next City Manager



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Co-Owner: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: December 15, 2020

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

City of Ellensburg, WA – *City Manager*

City of Burns, OR – *City Manager – just completed*

Benton-Franklin Council of Governments, WA – *Executive Director*

City of Tacoma, WA – *City Treasurer*

Columbia River Fire & Rescue, OR – *Fire Chief*

City of Powers, OR – *Police Chief*

City of Lewiston, ID – *Public Works Director*

Ouray County, CO – *Road & Bridge Superintendent*

City of Sedro-Woolley, WA – *Finance Director*

Pacific County, WA – *Public Works Director*

King County Fire District 27, WA – *Fire Chief*

Gig Harbor Fire & Medic One, WA – *Fire Chief*

City of Gillette, WY – *Police Chief*

Duvall-King County Fire District 45, WA – *Deputy Fire Chief*

Graham Fire & Rescue, WA – *Chief Financial Officer*

References & Past Recruitments

City of Yachats, OR - *City Manager*

Contact - Council President, Max Glenn - 541.961.3095

max@yachatsmail.org

City of Monmouth, OR - *City Manager*

Contact - Mayor, Cecelia Koontz

ckoontz@ci.monmouth.or.us

Jefferson County, OR - *Building & Grounds Director (just completed), Community Development Director, Health Director, Public Works Director*

Contact - County Administrative Officer, Jeff Rasmussen - 541.475.2449

jeff.rasmussen@co.jefferson.or.us

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon, with 35-450 employees. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California and completed the Senior Executives in State and Local Government program at Harvard University.

Steve Worthington - Project Support

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving his second 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council, a member of the Association of Washington Cities Legislative Task Force and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Sonja Prothman - Project Support

As Co-Owner and Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 14 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

Jared Eckhardt - Project Support

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington, earning his BA in Communications.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of January 11 & 18, 2021	Meet via Zoom/phone for stakeholder interviews. Gather information for position profile. Send position profile for review and edits.
January 25, 2021	Post Profile & Start Advertising
February 1, 2021	Send Direct Mail
February 28, 2021	Application Closing Date
Weeks of March 1 & 8, 2021	Prothman screens applications & interviews top 8 - 15 candidates
Week of March 15 - 19, 2021	Meet via Zoom or travel to Manzanita for Work Session to review semifinalists and design final interviews
Week of March 29, 2021	Travel to Manzanita for Final Interview Process

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, Oregon, pop. 800, to Pasco, Washington, pop. 74,000, to large counties like King County, Washington, pop. 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

COVID–19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with the client to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research (*Soliciting Input*)

We will meet via phone or Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with Mayor & City Council
- ◆ Meet with Interim City Manager
- ◆ Meet with Leadership Team and Staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
 - Years of related experience, education required and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position, and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--**this is the person we want to reach and recruit.** We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to city and county managers/administrators who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via over six thousand personal emails from our extensive database of ICMA city/county managers, as well as personal networking and outreach.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search. **We will meet via Zoom** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**

- **Deciding on the Structure of the Interviews**

- We will tailor the interview process to fit your needs. It may involve using various interview panels, community tours and/or a public evening reception.

- **Deciding on Candidate Travel Expenses**

- We will help you identify which expenses your organization wishes to cover.

- **Identifying Interview Panel Participants & Panel Facilitators**

- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that councilmembers, staff, and community members have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.

- ◆ **Background Checks**

Background checks include the following:

- **References**

- We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

- **Education Verification, Criminal History, Driving Record and Sex Offender Check**

- We contract with Sterling for all background checks.

- ◆ **Candidate Travel Coordination**

After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.

- ◆ **Final Interview Binders**

The Final Interview Binders include the candidates' application materials and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.

- ◆ **Final Interviews with Candidates**

We will travel to Manzanita and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.

- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager recruitment with a one-year guarantee is \$16,500.

The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Manzanita will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites, and other advertising (approx. \$1,600 - 1,800)
- Direct mail announcements (approx. \$1,600 - 1,700)
- Interview Binders & printing of materials (approx. \$300 - 500)
- Delivery expenses for Interview Binders (approx. \$250 - 400)
- Consultant travel: mileage at IRS rate, travel time at \$45 per hour, lodging if needed (approx. \$600 - 900 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

EXAMPLE OF POSITION PROFILE



CITY OF BURNS

OREGON

CITY MANAGER

\$60,000 - \$75,000

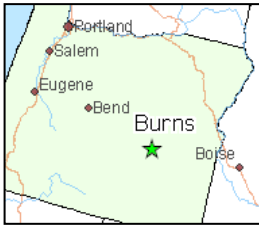
Plus Excellent Benefits

Open Until Filled

***P*ROTHMAN**



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 9th 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

The City of Burns is an Equal Opportunity Employer. This position is **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" 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

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



City of Powers

Coos County, Oregon

POLICE CHIEF

\$43,680 - \$62,400

Apply by:
November 13, 2020
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

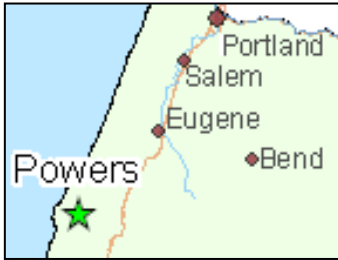
Prothman is currently recruiting for the **Police Chief** position for the **City of Powers**, located in **Coos County, Oregon**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, we kindly ask that you please pass this on to other public safety and law enforcement professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

PROTHMAN

CITY OF POWERS, OREGON



Located in southern Coos County, Oregon, the City of Powers is nestled in a valley ringed by steeply forested mountains of the Coast Range. The City is home to 695

residents and is just 18 miles up a winding road from Highway 42: a major east-west road between US 101 and Interstate 5 near Roseburg. The City is a gateway to the Siskiyou National Forest, and the road to it is part of the Coquille-Rogue River Scenic Byway. Powers retains a close-knit, small-town character of a Pacific Northwest logging community and offers a unique quality of life with a temperate climate, progressive schools, and abundant recreational opportunities.

Powers is home to excellent steelhead, salmon, and trout fishing, numerous mountain biking and scenic trails, pristine camping and hunting sites, and family-friendly river swimming holes. The proximity to the Siskiyou National Forest attracts visitors year-round. The Powers School District is comprised of an elementary (grades pre-K through 6) and junior high/high school (grades 7-12). Because of the community's small size, students benefit from a lower student-teacher ratio for more focused education and one-on-one assistance. The school offers numerous opportunities for enrollment in college courses and supplemental instruction for students to excel. Ordinarily, the school is also home to a rigorous sports program for all ages. With current social distancing regulations, the sports program has remained mostly intact with some clever changes and the support of the community.



Recent investments in the community include plans for a new wastewater treatment facility, master plans for future growth at the water treatment facility, street and sidewalk improvements throughout the community, and involvement in the economic development of the town to facilitate growth and jobs. The City is a great place to raise a family, start/relocate a business, work comfortably toward retirement, and a supportive environment to foster personal and professional growth.

THE CITY, DEPARTMENT, & POSITION

The City of Powers maintains a small workforce of 7.32 talented and dedicated FTEs who serve the City's 695 residents and operates on a 2020 budget of \$2,562,400. Powers is a full-service city complete with police, fire, ambulance, library, planning, parks, streets, water, sewer, municipal court, cemetery, museum management, and information services.

The Police Chief supervises and performs the day to day operation and administration of the Police Department to ensure comprehensive law enforcement services to the rural community. The Police Chief works independently to exercise prudent judgment and equitable treatment to citizens. The Department operates on a 2020 budget of \$189,400 and is typically staffed as a single-person department with the potential for volunteer reserves. Like many small departments, operations run the gamut of patrol, investigations, and evidence management. Dispatch services are contracted with the Coos County Sheriff's office, and the department works collaboratively with Coos County Sheriffs and Oregon State Police to maximize effective operations. The City of Powers is seeking a visible, accessible, and responsive Police Chief. The successful candidate will embrace the challenges of working in a small department and small town with limited resources by leveraging existing assets in the organization and developing a plan for initiating partnerships within the community to provide a superior level of public safety service. The successful candidate will possess the ability to balance administrative duties with the rigors of everyday department operations and patrol duties, and continually inspire trust and confidence among the City's citizens and staff.

Please visit www.prothman.com to review the full position profile & compensation package.

Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!