



**THE CITY OF MANZANITA, OREGON
IS SEEKING A CITY MANAGER
APPLY BY FEBRUARY 16, 2021**

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 645 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 a 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-\$93,372, 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. The City also offers Management Leave which will be negotiated with the successful candidate.

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 Tuesday, February 16, 2021. Late applications will not be considered. Email to citymanager@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 February 16, 2021, 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. Preliminary interviews are tentatively scheduled for March 1-5, 2021. Final interviews are anticipated to be March 22-24, 2021. The anticipated start date for the new City Manager is May 1, 2021. The current Interim City Manager, (who is not a candidate for the permanent position), 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.

Specific questions may be directed to Interim City Manager John Kunkel at
503-368-5343 or citymanager@ci.manzanita.or.us

The City of Manzanita is an Equal Opportunity Employer



CITY MANAGER SUPPLEMENTAL QUESTIONNAIRE

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 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 fulfill that role?

Have you ever worked for this company?

YES NO

If yes, when? _____

Have you ever been convicted of a felony?

YES NO

If yes, explain:

Education

High School:

_____ Address: _____

From:

_____ To: _____ Did you graduate? YES NO
 Diploma: _____

College:

_____ Address: _____

From:

_____ To: _____ Did you graduate? YES NO
 Degree: _____

Other:

_____ Address: _____

From:

_____ To: _____ Did you graduate? YES NO
 Degree: _____

References

Please list three professional references.

Full Name:

_____ Relationship: _____

Company:

_____ Phone: _____

Address:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable,
explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

City of Manzanita, Oregon

Position Description

Job Title: City Manager/Recorder

FLSA: Exempt

Supervisor: City Council

Type: Full-Time

Department: Administration

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 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.

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.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

