



**ROSEBURG CITY COUNCIL
SPECIAL MEETING AGENDA
DECEMBER 3, 2018**

**Public Safety Center, Umpqua Conference Room
700 SE Douglas Avenue**

7:00 p.m.

1. CALL TO ORDER – Mayor Larry Rich

2. Roll Call

Alison Eggers	Linda Fisher-Fowler	Ashley Hicks	Steve Kaser
John McDonald	Brian Prawitz	Tom Ryan	Andrea Zielinski

3. DISCUSSION ITEMS

A. City Manager Hiring Standards Criteria and Policy Directives

4. ADJOURNMENT

5. EXECUTIVE SESSION ORS 192.660(2)(a) – Consider the employment of a public officer

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Hiring Standards, Criteria and Policy Directives – City Manager

Meeting Date: December 3, 2018
Department: Human Resources
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: John VanWinkle
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Due to the recent retirement announcement by the City Manager and subsequent job posting and recruitment process, Council now has an opportunity to review candidates to determine finalists to participate in an interview process. Before Council may utilize an executive session to consider candidates, state law requires Council to adopt hiring standards, criteria and policy directives in meetings open to the public. In addition, state law requires Council to provide the public with an opportunity to comment on the standards, criteria and policy directives.

BACKGROUND

A. Council Action History.

City Manager Colley has announced his retirement effective February 28, 2019.

At the September 10, 2018, Council meeting, Council directed the Mayor and Council President to meet with Staff to discuss potential recruiting methods available to the City.

At the September 24, 2018, Council meeting, Council directed staff to contract with the Prothman Company to facilitate the initial stages of the City Manager hiring process.

B. Analysis.

Council determines the standards, criteria and policy directives it will use to hire a new City Manager. To that end, staff has provided the following information, which may be adopted as presented or amended and then adopted to satisfy the requirements of state law:

- City Manager Recruitment Profile
- City Manager hiring process and timeline

C. Financial and/or Resource Considerations.

There are no financial considerations associated with this policy adoption.

D. Timing Issues.

City Manager Colley has announced a February 28, 2019 retirement date, and a recruitment has been opened. Now is the appropriate time to adopt standards, criteria and policy directives to move forward with selection of finalists.

COUNCIL OPTIONS

1. Adopt hiring standards, criteria and policy as presented.
2. Propose changes to hiring standards, criteria and policy.
3. Decline to adopt hiring standards, criteria and policy.

STAFF RECOMMENDATION

Staff recommends that Council adopt hiring standards, criteria and policy as presented.

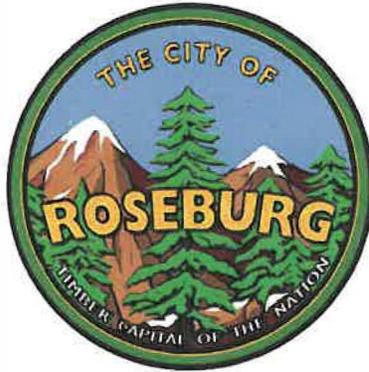
SUGGESTED MOTION

"I move to adopt City Manager hiring standards, criteria and policy as presented."

ATTACHMENTS

Attachment #1 - City Manager Recruitment Profile

Attachment #2 - City Manager Hiring Process and Timeline



OREGON

CITY MANAGER

\$130,000 - \$160,000

Plus Excellent Benefits

Apply by

November 11, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon, the City of Roseburg is 67 miles south of the state's second largest city, Eugene, and 123 miles north of the California border along Interstate 5. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm.

If you are an experienced public-sector management professional looking to work with a team of dynamic staff dedicated to providing excellent services to a close-knit community in an area abundant with amenities and beauty, this is the right position for you!



THE COMMUNITY

Located in the beautiful "Heart of the Land of Umpqua" region in Southwestern Oregon, the City covers 10.9 square miles, and is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of the Oregon Coast and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. Home to 24,015 residents and an urban daytime population of approximately 50,000, Roseburg is the county seat and largest city in Douglas County, Oregon. The City of Roseburg is a growing, vital community that enjoys a high quality of life in a semi-rural setting, and is the hub of retail, government activity and medical services for Central Douglas County.



Known as the "Timber Capital of the Nation", Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing with a professional staff person supported by a coalition of government agencies and funding. Surrounded by unmatched natural beauty in the North Umpqua River, two dozen waterfalls including the 272-foot Watson Falls, and hundreds of trails, reservoirs, lakes and rivers, year-round outdoor recreation abounds. Whether it is mountain biking, boating, fishing, hiking, rock climbing, white-water rafting, tennis, or golf, residents love the outdoor life that Roseburg affords them.

When it comes to entertainment, Roseburg has far more than just outdoor recreation. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for residents and tourists alike. With countless art galleries, annual music events, unique shops, world-class dining and nationally recognized breweries, wineries and wine tasting bars, there's something for every taste and preference.

The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a diverse curriculum with extensive adult education and community-oriented classes. The college has multiple locations available for cultural activities, as well as a thriving community theater group with their own venue in a Roseburg City park. Umpqua Community College also established the Southern Oregon Wine Institute, which holds winery classes, training and activities to prepare students for jobs in the industry and to function as a research resource for all of Southern Oregon.

THE CITY

Incorporated in 1872, the City of Roseburg utilizes the Council-Manager form of government. Roseburg is divided into four wards, with two Council members per ward. The Mayor, who presides at the Council meetings, is elected at large for a two-year term, while Council members serve four-year terms with one Council position in each ward being up for election every two years. The Mayor and Council are non-salaried, volunteer positions, elected by citizens who live within the Roseburg City limits.

Roseburg is a full-service municipality with operations including Administration, Airport, Community Development, Finance, Fire, Library, Municipal Court, Parks & Recreation, Police, and Public Works. The City has 167 FTEs, a 2018-2019 budget of more than \$69 million and a general fund of \$29 million.

Roseburg is the Douglas County Seat and is a hub for federal and state agencies in the region. The City also interacts regularly with the Cow Creek Band of the Umpqua Tribe of Indians, the regional VA Medical Center and other government partners. A Manager with a history of successful tribal and intergovernmental relations experience is desired. The ideal candidate will be skilled at fostering positive relationships and agreements with these and other local stakeholders.



THE POSITION & DEPARTMENT

Working under the guidance and direction of the Mayor and eight City Council members, the City Manager is the Chief Executive Officer of the City of Roseburg.



The City Manager supervises and manages all administrative and business affairs of the City, is responsible for ensuring applicable laws and ordinances are enforced and that City department heads and employees are performing their assigned duties. The City Manager is also the budget officer, coordinating the budget process to assure the City meets all legal requirements and reflects Council priorities.

The City Manager Department includes the City Manager, City Recorder, Human Resources Director and two Staff assistants responsible for administrative support and operates on a 2018-19 budget of just over \$1 million. In addition to the specific duties of each position, the City Manager Department works with all employees and acts as a resource to all City Departments as well as elected officials.

The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with City stakeholders in order to maintain the highest standard of public service. The City Manager needs to set the example for other employees to ensure the City organization is open and available to the public and that citizens are listened to and helped to understand City government.

The City Manager is required to reside within the city limits promptly after acceptance of the position and throughout the term of employment.

OPPORTUNITIES & CHALLENGES

1. In July of 2018, the Roseburg City Council approved an ordinance establishing the Diamond Lake Urban Renewal district. By improving infrastructure and making aesthetic improvements, the City Manager will have the opportunity to help attract business and housing developments to the area.
2. The Manager is expected to continue to find and implement alternatives to timber dependent funding for the City.
3. The City Manager will have the challenge of working to increase affordable housing opportunities in the Roseburg area.
4. The successful candidate will continue to provide creative solutions to services discontinued at the Federal, State and regional levels.



IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in business administration, public administration or a related field, plus five (5) years of experience as a chief executive or department head in a local government organization or equivalent level experience in a private sector business or industry, and at least five (5) years of experience managing and supervising employees is required. A post graduate degree or certificate, or a master's degree in business, public administration or related field is preferred.

Necessary Knowledge, Skills & Abilities:

- Thorough knowledge of the organization and functions of City government, state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meetings Law and parliamentary procedures.

- Considerable knowledge of State and Federal privacy and security laws related to public records.
- Skill in analyzing and resolving problems in a logical and effective manner, and the skill and ability to perform research, compile and analyze data, and write clear and accurate reports on complex subjects.
- Ability to communicate effectively, both orally and in writing, and to secure cooperation of others in difficult work situations.
- Ability to deal with a wide variety of complex issues, perform under stress and prioritize work load, focusing on Council goals and essential City functions.
- Ability to coordinate and oversee the budget process and monitor expenditures, including managing important and complex records and the ability to deal with the public and City officials with diplomacy and tact.
- The City Council is looking for a dynamic, visionary leader and team player with a strong ability to facilitate relationships with the Mayor and Council Members, city staff, the community and the region.
- This is a key position within the City government environment and it is essential for the successful candidate to have a proven record implementing an organization's long-term vision.
- The Council is seeking a candidate with excellent oral and written skills who can communicate collaboratively with citizens, businesses, other governmental organizations, staff and the City Council.
- The ability to work well under pressure, and focus on the big picture, while looking for opportunities to implement the Council's goals.
- The ability to motivate people and build a team atmosphere through effective delegation and follow-up. The City Manager must be committed to relaying the City Council's policy direction to staff to facilitate implementation of their decisions.
- The ability to provide coaching to subordinate employees and allow for training and professional development opportunities.
- Excellent technical skills and the ability to help the City move forward with improving its web resources and increase its social media presence. Excellent public relations and marketing skills are desired.
- Ability to develop financial plans that are based on sustainable service and funding levels that will ensure ongoing expenses are supported by ongoing revenues.

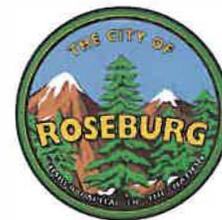
- A candidate who understands tax increment financing and can oversee the successful implementation of the City's Urban Renewal Plan is desired.
- Experience in grant development and administration to assist the City staff with successfully researching and applying for a variety of grant opportunities.
- Roseburg has three bargaining units. The ideal candidate should have experience negotiating with and supervising within a union environment.
- The City Manager is expected to be a coalition builder who works with the community to develop productive relationships and must be receptive to receiving input from citizens and be committed to following through on solutions.
- The ability to get involved and become a visible presence in the community, developing personal credibility and trust with citizens.
- The Council is looking for a City Manager who will be their partner, keeping them informed on critical issues in a timely manner and provide timely and effective support for Council questions and requests.
- Experience working as a member of the regional and community economic development team, and experience in Urban Renewal, business recruitment and retention, job development, tourism and chamber coordination is desired.
- The City Manager will be involved in and become a leader in City and regional efforts to create a business-friendly atmosphere in order to attract quality, living-wage employers to the valley. The Manager will work to enhance housing options at all levels, including a focus on moderate and low-income solutions.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$130,000 - \$160,000 DOQ**
- Medical, Dental, and Vision
- Life/AD&D
- Supplemental Voluntary Life/AD&D
- Long Term Disability
- City HRA Contribution
- Access to Flexible Spending Account program
- Retirement benefits through the Oregon Public Employee Retirement System. City currently contributes 6% pickup
- 457b Deferred Compensation program
- Voluntary supplemental benefits through AFLAC
- Generous accrual of sick, vacation and paid administrative leave.

Please visit:
www.cityofroseburg.org



The City of Roseburg is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 11, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

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

City Manager Hiring Process

Initial Steps – Recruiter

- Project review/Finalize position profile
- Recruiting/Advertising
- Initial Candidate Screening

Final Steps – City Staff/Council

- On-site interview process
- Council finalist selection
- Background/References
- Final Offer/Hire

Tentative Timeline

2 nd half of September	Finalize position profile/marketing materials
Oct. 1, 2018	Post profile, begin advertising/recruiting
November 11, 2018	Application Close Date
2 nd half of November	Recruiter screens applications, preliminary background, selection of top 8-15 candidates
Week of Dec. 3, 2018	Review top candidates, select finalists
Week of Jan. 7	On-site interview process/Selection of finalist(s)
Week of Jan. 14	Background/References
January 21, 2019	Final candidate/job offer
February 25, 2019	Start Date