

City Manager Recruitment Proposal

Prepared for:

City of Cottage Grove

August 2023

By:



August 10, 2023

Richard Meyers
City Manager
City of Cottage Grove
400 E. Main Street
Cottage Grove, OR 97424

Dear Mr. Meyers,

Thank you for the opportunity to submit a proposal to conduct the City Manager recruitment for the City of Cottage Grove.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. Our firm is Oregon-based and specializes in executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meeting, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
5. Our firm works with cities across the state so we are well connected to identify and vet potential candidates that may be the best fit for our recruitment clients.
6. We design a process that is responsive to staff capacity where staff can effectively contribute their expertise while we bolster their capacity where needed.
7. We treat our candidates with dignity and respect throughout our recruitment processes.
8. Jensen Strategies is an Oregon-certified Emerging Small Business (ESB) # 9880.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

We appreciate the opportunity to submit our proposal to assist the City of Cottage Grove with this recruitment. It will be our pleasure to partner with the City on this important search.

Sincerely,



Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the City of Cottage Grove's next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Cottage Grove (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

Phase 1: Start-up / Candidate Profile Development

- 1.1 Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Manager and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

- 1.2 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of Cottage Grove.

- 1.3 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, and upper level City staff to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

Deliberables: Up to 14 stakeholder interviews.

1.4 Stakeholder Meetings and Surveys: To gather information on the desired attributes for Cottage Grove’s next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Cottage Grove would like to see in its next City Manager. We also have the ability to contract with existing City vendors to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

Deliverables: One Zoom [or in person which is negotiable for an additional direct expense] public meeting and two online surveys for community and City staff input.

1.5 Initial Candidate Profile Draft: Drawing upon the input gathered from our interviews, background review, and stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as traits such as management approach and personality. As an additional task, upon request, we will provide comparable City salary research to the Council to assess the competitiveness of the compensation package. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft and optional comparable salary research.

1.6 Draft Finalization: We will discuss the draft candidate profile with the current City Manager and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

1.7 Review and Adoption of Candidate Profile and Hiring Process: We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval.

Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption. Optional: virtual attendance at the Council adoption.

Phase 2: Position Advertisement

- 2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract high quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

- 2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications against the adopted City Manager profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Initial application screening.

3.2 Semi-Finalist Zoom Interviews: We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

3.3 Recommendation of Finalists: We will attend an executive session of the City Council in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency, we will provide briefing notebooks with information on all the candidates interviewed. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Council will announce the finalists in a regular business meeting or by press release after we notify the selected finalists and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session.

3.4 Background Checks on Finalists: We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

3.5 Reference Checks on Finalists: We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City. We require four references from each candidate and we conduct individual phone interviews with each reference.

Deliverables: Reference check summaries for up to four finalists.

3.6 Finalist Receptions: Prior to the final interviews, two receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two in-person finalist receptions. Feedback survey for participants.

3.7 Finalist Interviews: Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of key community members. An optional department manager panel may also be included for an additional direct expense if desired. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

3.8 Council Deliberations and Selection: The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

- 4.1** As requested by the City, we will advise in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Cottage Grove. After a scope of work has been agreed upon, Jensen Strategies will not be responsible or liable for any deviation in the process or discountenance of professional advice. Consequences may include removing our one year guarantee (with notice).

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Guarantee

Jensen Strategies stands by our work. We will guarantee, with a full recruitment from inception to selection, if the selected candidate resigns or is terminated for cause within **one year** of the hire date, we will conduct one replacement recruitment for no additional professional fees. In this event, the organization would only be responsible for paying the direct expenses associated with the additional recruitment. This guarantee applies only if the following terms are met:

1. the selected candidate signs an employment agreement with the organization prior to starting work;
2. Jensen Strategies has fully vetted the selected candidate as described in the scope of work;
3. Jensen Strategies has been requested to implement this guarantee within three months of the employee's departure; and
4. organization representatives do not deviate from the agreed upon scope of work and/or Jensen Strategies' professional advice provided for the best interest of a successful recruitment.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.

Date	Actions
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re: draft candidate profile and hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Week 15	Background/reference checks on finalists
Week 16	Finalist receptions, interviews, and selection

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: \$27,500

Direct Expenses: Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,500)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$60 daily per diem per person)
- Optional contractual services to support department head interview panel (\$750)
- Any relevant out of state candidate travel and lodging expenses will be processed through the City directly.

Estimated direct expenses: \$6,500

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

Recruitment Experience

Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (currently recruiting)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Sandy, OR	City Manager (currently recruiting)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017) City Manager (2023)
City of Stayton, OR	City Manager (2022)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
City of Yachats, OR	City Manager (currently recruiting)
Columbia Pacific Economic Development District	Executive Director (2023)
Port of Hood River, OR	Finance Director (2022)
Washington County	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)

Team Profiles

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since 2020 providing project leadership, recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.



As an experienced project manager, facilitator, and researcher, she has led or served as project assistant on a variety of projects for cities, ports, nonprofits, and other professional organizations. These projects have included upper-level recruitment, city council retreats and goal setting, strategic planning processes, community visioning, work group facilitation, and public policy feasibility studies.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



Subconsultants

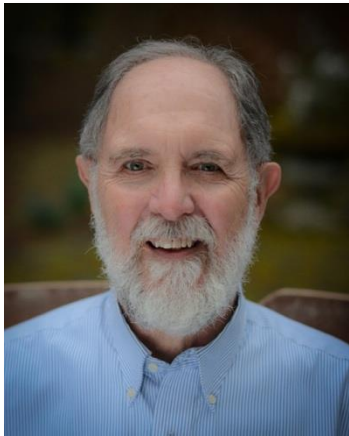
Ellen Conley

Ellen Conley has been with Jensen Strategies since 2014, specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.

Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.



Dave Waffle



Dave Waffle is a retired City Manager with more than 45 years of municipal management experience. His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. He now serves Cornelius as the chair of their Planning Commission.

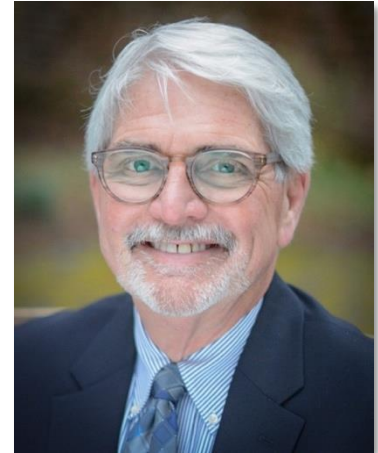
He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

Bill Peterson

Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.



Michael McElwee



Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.

Dr. Stacy Thompson

Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion.

Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.



Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.

Erik Kvarsten



Erik Kvarsten has 36 years of experience as a City Manager in Oregon. Most recently, he served as City Manager of Gresham for over 15 years. He also held a similar position in Troutdale for eight years, and prior to that served as City Manager in Independence and two other cities in Oregon. In these positions, he was responsible for overall city operations and support of policy development and governance processes. Through this experience, Erik gained an understanding of a broad range of municipal issues.

Erik is a recipient of the League of Oregon Cities Herman Kehrli Award recognizing valuable contributions and commitment to the highest standards of public service. Erik served on the State of Oregon Board of Public Safety Standards and Training and was a longtime member of the Transportation and Growth Management Advisory Committee. He is a life member of ICMA.

He holds a Bachelor's Degree in Community Service and Public Affairs from the University of Oregon and is currently a member of the Dean's Council for the College of Design at the University of Oregon.

References

Jensen Strategies has the honor of being recommended by:

Jessica Engelke, Mayor
City of North Bend
835 California Avenue
North Bend, OR 97459
541-756-8500
jengelke@northbendcity.org

Steve Wright, Mayor
City of Seaside
989 Broadway
Seaside, OR 97138
503-984-5324
swright@cityofseaside.us

Rob Drake, former Cornelius City Manager
503-781-3160
drarej@comcast.net

Michael Preedin, Mayor
City of Sisters
520 East Cascade
Sisters, OR 97759
541-719-8848
mpreedin@ci.sisters.or.us

Sample Recruitment Brochures

Cornelius

Oregon's Family Town



CITY MANAGER
City of Cornelius, Oregon

CITY MANAGER

CITY OF CORNELIUS, OREGON

\$140,000 to \$175,000 plus excellent benefits

Cornelius

Oregon's Family Town

POPULATION

13,498

BUDGET

\$69.5 MILLION

FTE POSITIONS

45.8

CITY DEPARTMENTS

Support Services

Administration
Human Resources
Finance
Facilities

Community Development

Planning

Community Services

Parks
Library

Fire

(Fire Chief contracted with
City of Forest Grove)

Police

Public Works

Water
Sanitary Sewer
Streets

Surface Water Management
Engineering

BENEFITS

Medical/Dental/Vision

PERS Retirement

Life & Disability Coverage

Voluntary Life & Disability

Car & Cell Phone Allowance

Generous Vacation, Holiday,
& Sick Leave

COMMUNITY

Diverse

Parks

Family Friendly

Community Spirit

Small Town Character

JS

JENSEN STRATEGIES

THE COMMUNITY

The City of Cornelius, Oregon (population 13,498) is located in Washington County in the Tualatin Valley, approximately 25 miles west of Portland and 10 miles east of the Coast Range. Cornelius is a small, thriving city in the heart of Oregon's Silicon Forest, with a mixture of high-tech industries, farmland, and vineyards. Cornelius' location provides a variety of attractive elements with easy access to one of America's premier wine regions with world-class vineyards, and less than an hour drive east of the Oregon Coast and a half hour drive to the urban amenities of Portland.

Historically, the Cornelius family settled in the Tualatin Valley in 1845, eventually building a creamery, grain warehouse, and two sawmills, quickly becoming a hub for local farmers. The City of Cornelius, incorporated in 1893, maintains its historic and well-established rural farming community, with some families able to trace their roots back to the City's settlement. The area maintains pride in their agricultural roots while the economy continues developing, diversifying, and growing. Rich in cultural history, Cornelius is the second most diverse town in Oregon, with over 50% of the population identifying as part of the Latino/a/x community. City Council reflects the diversity of the community, including a gender balanced, majority Latino/a Council membership. The town benefits from three prominent community organizations founded to serve the Latino/a/x community, including the Centro Cultural of Washington County, Virginia Garcia Memorial Health Clinic, and Adelante Mujeres.



THE COMMUNITY (CONT.)

Known as Oregon's family town, the community is deeply caring and takes pride in its many attributes that represent and serve their residents, including designation of being a Purple Heart City (2017) and All-America City Winner (2019). In partnership with Adelante Mujeres, Cornelius recently launched a weekly farmers market to great success, sharing and celebrating the City's diverse community through food, music, arts, and a wide range of other artisanal local products. The walkable city has access to many outdoor recreational activities, including many large parks, dynamic playgrounds, and community performance areas that provide public gathering places for the community. The recently built Cornelius Public Library offers a variety of multigenerational activities, as well as providing innovative housing and senior services through affordable housing units built on the upper floors. Additionally, a 15-mile trail is planned to link Cornelius with neighboring towns, offering pedestrians and cyclists safe and pleasant transportation and connections to enjoy the local and surrounding area.



THE ORGANIZATION

The City of Cornelius employs a Council-Manager form of government with the legislative and policy-making body composed of a five-member City Council with four Councilors and a Mayor. The Mayor serves a two-year term and Councilors serve four-year terms, with two Councilor terms expiring in each biennial election. The Mayor appoints the City Manager with the consent of the City Council. The City Manager serves as the City government's administrative head and is responsible for all City business administration and implementing policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, leads long-term planning efforts, and serves as a liaison between the policy-making and operational functions of the City. City departments include Support Services (administration, finance, human resources, and facilities), Community Development & Planning, Community Services (parks and library), Fire, and Public Works (water, sanitary sewer, streets, surface water management, and engineering). The City employs 45.8 full-time equivalent employees. It also contracts with the Washington County Sheriff's Office for full police services, with 14 deputies. The City's 2021-2022 budget is approximately \$69.5 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to effectively build teams, develop and support staff, and facilitate organizational and human resources policy updates is crucial. Value and practice collaboration, compassion, accountability, transparency, empathy, and inclusivity. Employ a management style that is highly organized, ethical, approachable, communicative,

and respectful of all viewpoints. Experience with union relations and business continuity planning is helpful.

- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively maintains awareness and keeps the Council informed of City operations and legal obligations to assist in their role as the City's governing body. Skills to facilitate effective and informed decision-making processes and support Council's ability to collaborate, set goals, and provide strategic leadership. Experience with goal setting procedures and an ability to integrate Council goals into City operations is helpful. Knowledge of Council procedures to support smooth and correct execution of Council governance is helpful.
- **Strong public finance skills** to manage a multi-faceted budget, various revenue sources, and plan for long-term fiscal stability. Ability to strategically balance multiple organizational priorities while taking a comprehensive and innovative financial planning approach to meet the City's long-term goals. Skills to accomplish these goals in the context of a diverse community, limited property tax revenue, several special funds like Urban Renewal, and increasing service demands is important. Experience with Oregon budget law and requirements and ability to advocate for City interests in County and regional funding decisions is necessary.
- **Proven community development and urban renewal experience** to effectively maintain and promote sustainable local economic growth. Experience managing

and supporting Urban Renewal District projects, strategically managing land supplies to support potential future Urban Growth Boundary expansion efforts, and Oregon land use knowledge is important. Demonstrated skills to develop and implement long-term plans with transparency and community inclusion.

- **Commitment to inform and engage the community** in policy and operational decisions. Preparedness to maintain and expand the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making. A willingness to be inclusive, accessible, visible in the community, open-minded, and employ an even-handed approach to diverse views and interests is imperative. Knowledge of effective best community engagement practices for a growing community is important. An ability and willingness to support efforts to stimulate community spirit is desired.
- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Demonstrates a commitment to visible, accessible, inclusive, and timely communication with all groups. A communication style that is open, patient, respectful, and encourages productive two-way dialogues is essential. Ability to provide meaningful information on complex policy issues with a variety of audiences to facilitate community engagement in City decision-making is beneficial.





Communicates verbally and in writing with clarity, substance, and empathy. Fluency in Spanish and/or familiarity working with Spanish-speaking or English as a second language communities is highly desired.

- **A demonstrated understanding of diversity, equity, and inclusion (DEI) practices,** including fostering DEI in City public participation processes and evaluations. Exhibits cultural competency and working understanding of racial and social equity issues and principles to continue and deepen the organization's efforts developing policies and community engagement approaches that cultivate greater racial and social equity. Experience building active and trusting community engagement relationships with underrepresented communities and increasing language accessibility is important.

- **A strong understanding of water supply infrastructure planning, maintenance, construction, and funding.** Ability to carry out projects while planning for residential and commercial/industrial growth is necessary. A commitment to effectively engage community members and intergovernmental interests to build consensus around project approaches, planning, and implementation is important.

- **Public safety planning experience** to oversee and plan for organizational and operational changes related to public safety departments. Ability to provide meaningful information to a variety of audiences, especially community members, regarding public safety issues and decisions such as potential service agreements is important.

- **Ability to foster effective intergovernmental relations** to maintain and strengthen working relationships while representing the City's interests. An ability to manage and evaluate existing agreements to ensure they are cost effective and clear using proactive communication, collaboration, and accountability. Skills to identify and pursue mutually beneficial projects with peer local governments, County, State, and other agencies and develop a strong network of Oregon-based professional municipal relationships is desired.

- **Technologic skills and competency** to maintain City community systems and service efficiencies. Ability to effectively evaluate and coordinate implementation of new software tools, process updates, and other technology opportunities that might benefit the City is important. Espouses a commitment to stay current in the field and seeking continuing career development opportunities as practicable.

- **Appreciation for Cornelius' unique community attributes** that make it Oregon's family town, including as a past recipient of the All-America City Award. Appreciation of Cornelius' diverse community and deep agricultural roots. Willing to be an active member of the community.

- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.



POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

• Fire Service Planning

The City of Cornelius currently operates its own Fire Department with six full time employees and led by a shared Fire Chief with the City of Forest Grove. The Fire Department also provides fire protection service for a rural fire protection district. In an effort to reduce costs while maintaining service levels, the City is interested in potential opportunities to create a shared independent fire district with peer communities. The next City Manager will need strong intergovernmental planning and negotiation skills to develop mutually beneficial and effective fire protection service agreements in coordination with the Fire Chief. Financial analysis to provide appropriate and effective funding structures for potential fire service arrangements that avoid tax compression or overburdening lower income residents for such efforts is important. The next City Manager will be expected to facilitate discussions and decision-making on behalf of the City in collaboration with the City of Forest Grove and other communities who would benefit from the new fire district.

• Community and Economic Development Planning

Cornelius takes pride and is committed to maintaining and enhancing local economies to support economic opportunity and contribute to a vibrant, distinct community character. To support these efforts, the City implemented an Urban Renewal Agency (URA) in 2019 with revenues dedicated to the District. The City has limited available undeveloped land (commercial and industrial), that will require creative and strategic planning to maximize limited space. This work also includes identifying innovative, attractive, and appropriate options to support development and/or improvement opportunities for existing, prominent properties in town that are vacant or in need of redevelopment. Also, a new 906 unit subdivision, Laurel Woods, is underway to increase housing supply as the community grows and develops and is located on the last significantly sized buildable lots. The next City Manager will be expected to facilitate the identification, planning, and implementation of new and strategic economic development projects within this context. This effort will involve identifying these opportunities and facilitating community support to utilize the City's available residential, commercial, and industrial land supplies. The City Manager will be expected to plan

long-term for future needs and possibly explore potential Urban Growth Boundary (UGB) expansion.

• **Water Supply Access Planning**

To ensure the City of Cornelius maintains adequate ongoing water supply, the City has procured its first water right to draw out of the Willamette River. Now the City is in the process of identifying plans to effectively and reliably transport the water from its source to the City.

The next City Manager will be instrumental in continuing the development and implementation of selected water transportation infrastructure options. The approach will require creativity, transparency, and collaboration with all parties involved.

• **Community Engagement and Inclusion**

The population of Cornelius is predominately Latino/a/x with a large Spanish-speaking community. The City of Cornelius has been working to engage the entire community in City decision-making through translated materials and culturally sensitive approaches. The City Council wants to continue and expand efforts that are inclusive of all residents for effective service delivery, information sharing, and engagement in City decision-making. The next City Manager will be expected to continue and expand these efforts to ensure all residents have equal and equitable access to participating and doing business with the City – especially in the context of continued growth. Other opportunities for engagement include fostering City advisory committee memberships that are representative of the community and promoting youth engagement.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required, or equivalent education and experience.

An advanced degree in public administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, economic development, and Spanish language skills and/or experience working with diverse and Latino/a/x communities is highly desired.



RECRUITMENT PROCESS

Applications Due

June 30, 2022

Semi-Finalist Online Video Interviews

Week of July 11, 2022

Finalist Interviews & Selection

August 9-12, 2022

For additional details, required application materials, and instructions on how to apply, please visit

www.jensenstrategies.com/recruitment/corneliuscitymanager

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

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Cornelius
Oregon's Family Town

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CITY MANAGER
CITY OF SEASIDE, OREGON



CITY MANAGER

CITY OF SEASIDE, OREGON

\$126,000 to \$156,000 plus excellent benefits

POPULATION

7,115

BUDGET

\$33.4 MILLION

FTE POSITIONS

81

CITY DEPARTMENTS

[Business Office](#)

[Building](#)

[Finance](#)

[Fire & Rescue](#)

[Human Resources](#)

[Planning](#)

[Police](#)

[Public Library](#)

[Public Works](#)

[Cemetery](#)

[Engineering](#)

[Sewer](#)

[Streets & City Parks](#)

[Water](#)

[Seaside Municipal Airport](#)

[Seaside Civic &](#)

[Convention Center](#)

BENEFITS

Medical/Dental/Vision

Excellent Retirement Benefits

Life Insurance

COMMUNITY

Historic District & Promenade

Beaches

Water Recreation

Trails & Hiking

Community Pride

International Events



THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.





THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the

largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately \$33.4 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts,

and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- **Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial

planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements,

interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.

- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in





addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

- **Emergency Preparedness & Public Safety**

Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.

- **Tourism Management**

Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during



the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

▪ **Housing Supply**

Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager

will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

▪ **City Staffing**

The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for

RECRUITMENT PROCESS

Applications Due

April 18, 2022

Preliminary Online Video Interviews

Week of April 25, 2022

Finalist Interviews & Selection

May 17-20, 2022

To apply:

For additional details, application materials, and instructions on how to apply, visit jensenstrategies.com/recruitment/seasidecitymanager

Questions may be directed to:

Emily Rehder
Jensen Strategies, LLC
503-477-5615
emily@jensenstrategies.com

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these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

Public Infrastructure Improvements

Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a \$3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

The City is also actively engaged with the Oregon Department of Transportation's work on a \$7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.





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