An invitation to apply for the position of

ASSISTANT CITY MANAGER

THE OPPORTUNITY

Are you interested in a terrific opportunity to assist in the management of the Public Works Department and the Emergency Management Team? Do you like the challenge of long range planning, goal setting and budget planning? This is a newly created position for the City of Newberg. Then this is the opportunity for you!

In anticipation of Newberg's future needs, the city has reclassified the Public Works Director to Assistant City Manager. Initially the position will oversee Public Works and Emergency Management. As well as serving as a member of the Executive team and as a project manager on special projects as assigned by the City Manager. In the future, additional responsibilities such as Human Resources or IT will be assigned depending on the new manager's strengths.

The Assistant City Manager will be called upon to manage city activities in the absence of the City Manager.

This position provides the right administrative professional with an opportunity to play an important role in making this a well-managed organization. If you are interested in working in a supportive environment where your contributions will make a difference, this could very well be the right position for you.

THE ORGANIZATION

The City of Newberg is a full-service city with a Council-Manager form of government. The City Council's six members are chosen by district and serve four-year terms. The Mayor is elected at large for a four-year term.

The nine main City Departments are: Administration, Legal, Building/Planning, Police, Fire, Finance, IT, Library and Public Works.

THE COMMUNITY

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

Newberg is home to 22,230 people and enjoys a diverse economic base. The community's strategic location also provides numerous recreational opportunities. With an elevation of only 175 feet above sea level and a relatively close proximity to the Pacific Ocean, Newberg enjoys a very moderate climate. The average high temperature is 65 degrees Fahrenheit (16 degrees Celsius) and the average low temperature is 39 degrees Fahrenheit (7 degrees Celsius). The annual average of rainfall is 42 inches. A short drive provides access to the urban pleasures of Portland. The median price for a single family home in 2012 was approximately $210,000.

World-class wine tasting is available throughout Yamhill County, which is developing a reputation of being the Napa Valley of Oregon. Several golf courses are located in the county; one of which is right here in Newberg! A one-hour drive east will take one to the Cascade Mountains for skiing, camping, fishing and hiking. A one-hour drive west will take one to the breathtaking views of the Pacific coastline.

RESPONSIBILITIES

The initial work assignment for the Assistant City Manager will be management and oversight of the Public Works Department and the Emergency Management Team.

The Public Works Department consists of three divisions: Engineering, Maintenance and Operations.

The Engineering Division previews private development applications for conformance with design standards, provides design and project management for capital projects and maintains GIS databases for mapping.

The Maintenance Division is responsible for the maintenance of the water, wastewater, storm and transportation facilities. This division also oversees facilities, fleet and grounds maintenance.

The Operations Division operates Newberg's wastewater plant (4mgd), wastewater reuse plant (1mgd), water plant (8mgd), wastewater pump stations and biosolids composting system.

The Department's FY 2012-13 adopted operating budget is approximately $9.4 million and an additional $14 million in the capital improvement program. The five year capital improvement plan is approximately $40 million. The complete department budget can be seen within the overall City Budget which is available on the city website.

The Public Works Department recently began the process to pursue unionization.

The Emergency Management Team consists of representatives from Police, Fire, Dispatch and Public Works Departments. This team has the critical responsibility to maintain the City's Emergency Operations Plan and keep related documents up to date. The City is currently reviewing this document. The team also assesses training needs for all staff and facilitates training exercises, both table top and full scale, in coordination with other cities and the county.

THE IDEAL CANDIDATE

Leadership
The ideal candidate will be an exceptional leader who can develop a strategic vision for the Public Works Department and be able to successfully implement the vision. Proactive and innovative leadership will be essential and expected within the organization and the community.

Management skills
The Assistant City Manager will have a proven track record of program development and implementation in addition to team building. An ideal candidate will be a successful manager from a progressive and well-managed organization.

Communication skills
We are looking for a candidate who can exhibit an open communication style and the willingness and ability to speak, write and listen effectively. The Assistant City Manager will interact with personnel throughout the organization in a consistent manner. He/she will be familiar with all field operations, project design and project management. He/she must also be able to communicate effectively to City Council and other sub committees regarding their activities.

Personal traits
A successful candidate will be professional, considerate and a people person with an appropriate sense of humor. He/she will bring new ideas and enthusiasm to the position. Above all, the Assistant City Manager shall always lead by example and demonstrate personal and professional integrity beyond reproach.

QUALIFICATIONS

Education and Experience
Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain this would be: Graduation from a four-year college or university with a degree in business administration, civil engineering or public administration (Master Degree highly desirable); and a minimum of five years supervisory experience.

Knowledge and Abilities
Applicant should have general knowledge of public works functions and thorough knowledge of organizational management and budgeting.

Other abilities needed for the position include: communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary research and compile comprehensive reports.

THE POSITION

This position will be under the general direction of the City Manager. This person will be a Department Head responsible to provide leadership, management, planning, goal setting and direction to the Managers of the three Public Works Divisions and the Emergency Management Team and for special projects as assigned. Future management assignments may include overseeing the Information Services and Human Resources departments to ensure delivery of quality municipal services.

COMPENSATION

The City of Newberg has established a starting salary range of $93,000 to $102,000, dependent on experience and qualifications. Employees are typically started at the low to midpoint of the salary range. An attractive benefit package is also provided, including medical, dental and vision insurance with the City paying 90% of the premium for the employee and dependents. Life insurance, LTD, LTC and AD&D coverage are also provided. In addition, the City pays the 6% retirement contribution to Oregon PERS or the City's private retirement plan for this position.

THE PROCESS

To be considered for this exceptional career opportunity, please forward a letter of interest, resume, and a completed City application to:

Becky Green, Human Resource Manager
P.O. Box 970
414 E. First Street
Newberg, Oregon 97132
Email: becky.green@newbergoregon.gov
Please obtain the City application online at:
www.newbergoregon.gov/jobs

Submit no later than **5:00 p.m. Friday, August 3, 2012**
Applications submitted after that date will not be accepted.

The City of Newberg is an equal opportunity employer.