



City Manager

\$150,000 - \$170,000

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NEWBERG COMMUNITY

With a population of 23,795, the City of Newberg cultivates a healthy, safe environment where residents can work, play and grow. A friendly, dynamic and diverse community that values partnerships and opportunity, Newberg is growing and growing fast because of the high standard of living; clean, green environment; and strong economy.

Newberg is located approximately 25 miles southwest of Portland on US Highway 99W on the northeast side of Yamhill County. The Chehalem Mountains surrounding the community and the broad Willamette River create a natural bowl, providing a special sense of place that is cherished by the residents of Newberg. The community's strategic location also provides numerous recreational opportunities. A short drive provides access to the many assets of Portland. Countless rivers and forests are within easy driving distance, offering boating, fishing, and hunting opportunities. World-class wine tasting is available throughout Yamhill County, which has the reputation of being the Napa Valley of Oregon. 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, with its many beautiful beaches.



Newberg has a strong manufacturing base led by dental equipment manufacturer, A-dec and metals and machining also play a role in local manufacturing. International corporations have invested in the fields of electronics, food processing and wine making. Education and health services are growing with the expansion of Providence Newberg Medical Center and the new George Fox University Health Occupation facility. With fertile agriculture lands, there are dozens of wineries located in the countryside north and west of Newberg. Known as the gateway to Oregon wine country, Newberg's leisure, hospitality and tourism industry is growing.

The City of Newberg is served by the Newberg School District, which has six elementary schools, two middle schools, and two high schools, Newberg High School and Catalyst Alternative High School, along with two private Christian schools, Veritas School and C. S. Lewis Academy. The City is also home to George Fox University, and a campus of Portland Community College.

With farmers markets, first Friday art walks, and festivals, Newberg is a lively community. Providing far more than just books, the Library is always a hub of activity. The Chehalem Cultural Center inspires and enriches lives and the Chehalem Park and Recreation District has grown to over 200 acres with recreational sites, trails and activities for all ages. The residents of Newberg believe strongly in volunteering and provide countless hours of support to the community's many churches and social service organizations.



Newberg residents want the community to preserve livability while retaining and expanding community engagement, community leadership, cultural assets and economic development.



2040 COMMUNITY VISION - ANewBERG

The newly adopted community vision, aNewBERG states in 2040, Newberg is a gem of the Willamette Valley – mirroring the surrounding bucolic landscapes, its cultivated relationships, flourishing culture, thoughtfully enhanced sense of place, strong local economy and collaborative leadership nourish our thriving community.



Community Engagement

In Newberg, engagement is a part of who we are. We give our time, talents and treasures to strengthen the community. We blend service into our jobs and institutions, help each other, and pride ourselves in donating and shopping locally. Our authentic relationships serve as a strong foundation for a supportive community.



Community Leadership

Our leaders come from diverse groups, backgrounds and sectors throughout the community and surrounding region. They foster creative, two-way communications and collaborate to ensure Newberg's long-term success.



Cultural Assets

Newberg residents take pride in all that our community offers. As a cultural hub, there is a range of accessible artistic events and recreational activities as well as many local shops and restaurants you can wander into with friends.



Economic Development

Newberg's economy thrives by leveraging our geographic amenities and the capabilities of local businesses and organizations. We create family wage jobs through a strong business and workforce development program. We retain and attract businesses to Newberg and have a vibrant downtown.



Livability & Development

Newberg is a well-planned community where the built environment blends seamlessly into surrounding, natural landscapes. Our small-town character, accessibility and affordability create a sense of belonging where individual, families, and people of all ages love to live, work and play.

INSIDE CITY HALL

Newberg is governed by a seven-member City Council consisting of a Mayor nominated and elected at large, and six Councilors nominated from districts and elected from the City at large. The Council employs three officers to carry out the day-to-day business of the City and manage its operations. The City Manager oversees administration, the City Attorney serves as the chief legal officer, and the Municipal Judge handles the City's Municipal Court. City Services are provided through the following departments: Community Development; Finance; Human Resources; Information Technology; Legal; Library; Police; and Public Works.

Fire and emergency medical services are provided by Tualatin Valley Fire & Rescue after the City of Newberg and the Newberg Rural Fire Protection District officially annexed into their service area in July of 2018. Parks, trails, open space, and recreational opportunities are provided by the Chehalem Park and Recreation District.

Newberg employs 130 full time and 29 part time staff and the 2019-20 budget of \$113 million reflects Newberg as a steadily growing community that implements City Council priorities.



CITY MANAGER POSITION

The City Manager is the full time administrative head of City government and is responsible for the effective and efficient administration of the City, assuming full management responsibility, leadership, and accountability for City operations, including direct or indirect supervision of all employees. The City Manager serves at the pleasure of the Council and is accountable for achieving policies, goals, and objectives established by the City Council.

The City Manager provides leadership and direction in the development of short and long-range plans with the City staff and the City Council and coordinates through department heads, departmental strategic planning efforts. The Manager gathers, interprets, and prepares data for studies, reports, and policy recommendations and directs changes as needed, based on new developments in technology, legislation, practices and regulations. The City Manager actively provides guidance and professional advice to the City Council and department heads in a timely, clear, thorough and concise manner.



In collaboration with the Finance Director, the City Manager performs cost control activities and monitors revenues and expenditures in all departments, ensuring sound fiscal controls while encouraging innovative practices. The Manager performs within budget and demonstrates effective and efficient use of budgeted funds, personnel, materials and facilities in compliance with federal, state and local laws.

The City Manager effectively communicates and promotes City initiatives in cooperation with respective staff, projecting a positive public image and ensuring strong customer service to the community at all times. The Manager effectively represents the City, its programs and projects with neighboring jurisdictions, the County, legislators and state agencies in coordination and collaboration with the Mayor and City Council.



LEADERSHIP PRIORITIES

Internal Leadership Priorities

- Build strong, positive relationships with City Council and City staff and work to understand the current organization, operations, culture and structure to effectively prioritize and execute on achievable goals.
- Create a values-driven organization with a strong emphasis on customer service. Promote an equitable and inclusive culture, build an environment of trust, nurture collaboration and encourage learning through growth and transformation.
- Further unify the Leadership Team. Identify an integrated strategic plan, encourage effective collaboration, support sound decision making and collectively drive change to maximize impact and meet the needs of the community.
- Continue to drive financial stability. Develop sustainable budgets, maintain fiscal accountability and plan for the long-term. Work to understand financial impacts of council goals, projects and staffing to balance the fiscal reality with the City's needs.
- Promote a culture of data-informed decision-making. Identify opportunities for process improvements and work to increase operational efficiencies.



External Leadership Priorities

- Continue to build community connections and engagement as the City grows, fostering a culture of engagement, participation and volunteerism. Further promote cooperation and collaboration among the City Council, staff, businesses and residents to support a continued sense of community.
- With the Council's formal adoption of the Community Visioning Program, [aNewBERG](#), continue to provide the organizational structure to collaborate and assist City Council, staff and community partners in achieving our goals.
- Collaborate to execute on the [Riverfront Master Plan](#). Ensure a mix of residences, public spaces, services, commerce and industrial uses tie together to create a lively, lush and economically thriving destination.
- Continue evaluating expansion of the Urban Growth Boundary (UGB) for future residential and employment lands. Leverage the [Housing Needs Analysis](#) that was just completed and the upcoming Economic Opportunity Analysis to begin an UGB amendment.
- Move forward with a new urban renewal district, develop the strategy and structure, establish clear goals and identify and prioritize potential projects to help catalyze business development.
- Actively identify affordable housing options and prioritize planning for recognized deficiencies including potential zoning and/or code changes.
- Promote a more direct and proactive effort around economic development. Enhance industrial and commercial capabilities and opportunities, create a premier business and workforce development program, plan for a robust downtown and increase tourism.
- Further define and prioritize projects pertaining to a wide variety of transportation initiatives. Apply an equitable, sustainable and financial lens to projects in order to consider the proper timing, planning and community support to bring reality to these initiatives.
- Keep the community well informed and ensure all information coming from City Hall is provided in a clear and concise manner. Embrace multiple methods of communication to routinely update the public on city services, goals, projects and initiatives.
- Develop and maintain positive, long-term relationships with neighboring communities, regional organizations and state agencies. Effectively partner and look for opportunities to collaborate while protecting Newberg's identity and interests as the City continues to grow.



SUCCESSFUL CANDIDATE

The new City Manager is a strategic thinker who easily sees the big picture and long-term vision for the City. The ideal candidate brings a proven ability to move projects and initiatives forward and will successfully guide the City through this exciting time of growth and transformation.

The City Manager has a strong history of developing effective relationships with elected officials and effortlessly partners with the Mayor and City Council to provide sound advice and guidance. Considered a calculated risk taker, the ideal candidate does proper due diligence and monitors best practices in order to drive efficiency and inform decision making. The City Manager routinely supports innovative ideas but recognizes the importance of following through on established goals and initiatives. The preferred candidate is an active listener that values honesty and integrity and believes in fostering mutual respect at all levels.

The City Manager sets the tone for the organization and brings a sense of calm and stability. The successful candidate brings proven expertise in change management and drives sound business operations. With a financial mindset, the ideal candidate has a strong background in strategic planning and execution. Knowledge of real estate and development would be advantageous, as would experience in urban renewal, specifically identifying and prioritizing projects.

An effective leader, the City Manager models behaviors expected throughout the organization, including collaboration, a commitment to high quality work, sound customer service and the value of public service. The successful candidate has a strong background in leading and managing staff with empathy and compassion. The ideal candidate is fair, establishes clear expectations and holds others accountable. The City Manager is an effective communicator and actively keeps others well informed. They also appreciate and have a good sense of humor.

The City Manager maintains an understanding of the issues affecting Newberg and leverages that knowledge to drive decisions. The ideal candidate is a dynamic leader that enjoys being part of the community and participating in multiple activities and events. Considered to be approachable, the City Manager recognizes the importance of relationships and partnerships at all levels and has a history of engaging in effective, meaningful communication with business and community leaders and key stakeholders.



QUALIFICATIONS

At least five years leadership experience as a high-level director, preferably in a municipality. Extensive knowledge of modern policies and practices of public administration is required. Strong managerial experience and the ability to work closely with the City Council are essential. A sound financial background with a strong understanding of budgets and financial management is required. Working knowledge of human resources, public works, public safety, and economic and community development are ideal. An exceptional ability to develop effective partnerships is required, as is successful, prior experience working with the business community.

A Bachelor's degree in Business Administration, Public Administration, Political Science or similar field is required. A Masters of Public Administration, Business Administration is highly desirable. Ideally, the City Manager will reside within the City of Newberg.



TO BE CONSIDERED

The City of Newberg is an equal opportunity employer and is dedicated to a policy of non-discrimination. The City is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive.

All qualified applicants are encouraged to apply as soon as possible, and no later than November 24, 2019.

Cover letters expressing your interest in the City of Newberg — and how you would succeed in the role — should be addressed to Heather Gantz. Please submit your resume and cover letter via [Waldron's Candidate Web Portal](#).

The search for the City of Newberg's City Manager is being assisted by a team from Waldron:

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