

**CITY OF NEWBERG
CITY MANAGER RECRUITMENT SUBCOMMITTEE AGENDA
DECEMBER 4, 2013, AT 11:30 A.M.
NEWBERG CITY HALL 2ND FLOOR CONFERENCE ROOM (414 E. FIRST ST.)**

MEMBERS:

COUNCIL:

Bart Rierson
Mike Corey
Lesley Woodruff
Bob Andrews

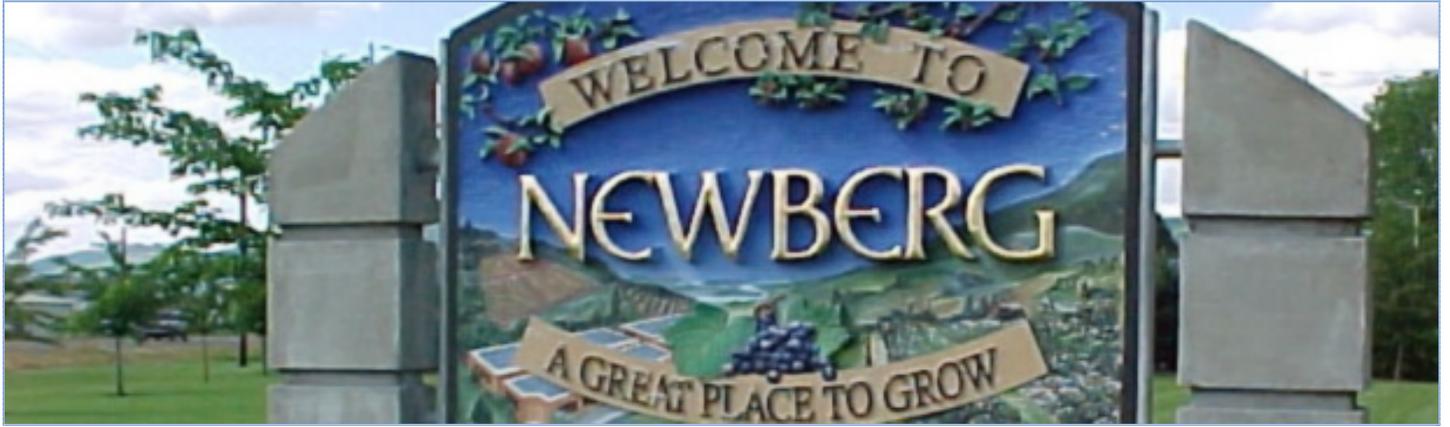
STAFF:

Lee Elliott, City Manager Pro Tem
Dawn Wilson, Human Resources Manager
Norma Alley, City Recorder
Nancy Boyer, COG

- I. MAYOR CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. DEVELOPMENT OF A POSITION PROFILE**
- IV. DISCUSSION ON RECRUITMENT TIMELINE**
- V. DISCUSSION ON ADVERTISING**
- VI. OTHER DISCUSSION**
- VII. SCHEDULING OF NEXT MEETING**
- VIII. ADJOURNMENT**

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

THIS PAGE INTENTIONALLY LEFT BLANK



CITY OF NEWBERG, OREGON INVITES YOUR INTEREST IN THE POSITION OF CITY MANAGER

(Closing date: Monday, January 27, 2014)

The Community

The City of Newberg (population 22,300) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.

Good schools, quality City services and active community involvement are among the attributes that help the City live up to its motto, “**Newberg, a Great Place to Grow.**” The City enjoys a highly diverse economic base. Many of the City’s “home-grown” businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor’s degrees in more than 40 majors, adult degree programs, and 12 master’s and doctoral degrees; a branch of Portland Community College; and Providence Newberg Medical Center are located in the City.

Newberg is the second largest city in Yamhill County, which is famous for its wineries and vineyards. The area’s wineries are among the finest in the state and have achieved world attention for their pinot noir varieties. Parks, boating, biking, hiking, hunting, fishing, golfing, athletic events, winery tours and tastings, a premiere destination resort, historic walking tours, the Hoover-Minthorn House, the Chehalem Cultural Center, theater and concerts, art galleries and special events bring tourists to the Newberg area. The community sponsors several major events each year including Tunes on Tuesday in the spring, Camellia Festival in April, the Old Fashioned Festival Days in late July, Friday Art Walk the first Friday of each month, as well as the boat races on Memorial Day weekend.



Vineyards in the Newberg area

The community is on the threshold of some major changes. This year, construction of the first phase of the Newberg-Dundee Bypass, a major state highway project, began. This project has been 30 years in the planning and will result in a lot of truck traffic being taken out of the historic downtown Newberg. With this will come the continuing renaissance of the downtown area. The University is restarting their football program in 2014. The continuing reputation of the Allison Inn & Spa (both nationally and world-wide) will be attracting more visitors and likely residents to the city of Newberg.

A one-hour drive east will take one to the Cascade Mountains for skiing, climbing, camping, fishing and hiking. A one-hour drive east will also take you to the Columbia River Gorge for world class windsurfing, kite board sailing, and kayaking. A one and a half hour-drive west will take one to the breath-taking views of the Pacific coastline, with its many beautiful beaches for whale watching, surfing, and ocean kayaking.

The Newberg-Dundee area offers a wide variety of housing opportunities for its residents. The median sales price over the last twelve months since October 2013, is \$233,300, which is a 12.1% increase from the prior year.

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.

The Organization

Incorporated in 1889, the City of Newberg is a Charter City and has a Council-Manager form of government. The City has a Mayor elected every four years and six Council Members who are also elected to four-year terms.

The City has approximately 180 staff members with three unions (Police, Fire, and Public Works) and a FY 2013-14 budget of \$86.6 million, including \$13.7 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, City Attorney, Municipal Court, Police and Communications, Fire along with EMS (Ambulance Service), Library, Planning and Building, Engineering, and Public Works. The Council appoints the City Manager, the City Attorney and the Municipal Judge. Park and recreation services are provided by the Chehalem Park and Recreation District.

The City seeks to serve as a catalyst to create a "friendly, small city" next to the larger metropolitan area, be responsive to the physical and social needs of the community, support Newberg as an independent community that provides a broad range of services using all available public and private resources, and rely on innovative leadership and planning to achieve the vision of the future.



Rotary Centennial Park

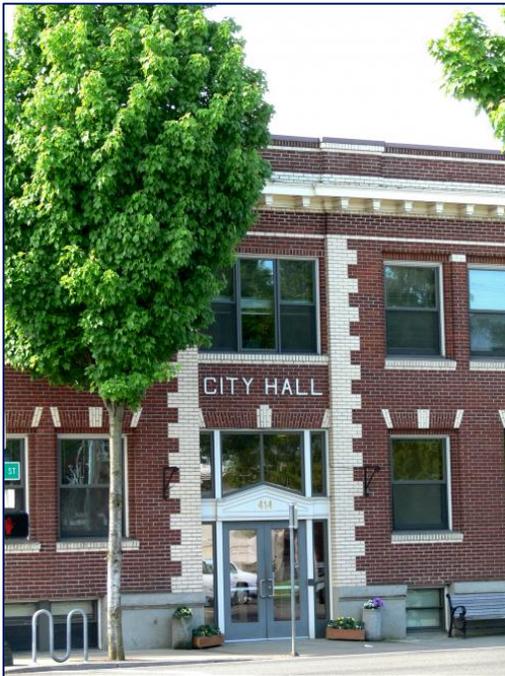
The City Council, the Mayor and staff are committed to quality leadership for the benefit of the residents of Newberg and will:

- be professional in their attitude and proficient in their tasks.
- encourage a spirit of cooperation in dealing with the mutual problems and challenges facing the community.
- expect and demonstrate courtesy and respect in all interactions.

- commit to total quality in all services provided.
- be accountable and effective stewards of the public trust and resources.
- display innovation and initiative in responding to the needs of the community.
- participate in and promote the exchange of ideas through open communications.
- recognize that all individuals living and working in the community are essential resources for achieving the City’s mission and goals..

Challenges and Issues

The City of Newberg continues to experience traffic through the center of town on Highway 99W due to the growth of the Portland metropolitan area and increased traffic to and from the Oregon Coast. The Newberg-Dundee Bypass is a controlled-access expressway that will significantly reduce the traffic congestion on OR99W. “Phase 1” will extend four miles from OR219/Wilsonville Road to OR99W south of Dundee, with



Newberg City Hall

one travel lane in each direction and is expected to be completed in 2016. The full bypass will be an 11-mile, four-lane highway around the cities of Newberg and Dundee. While the entire bypass has been approved, funding is only currently available for the first part of the project. The City will need to develop a plan for transportation within Newberg’s downtown core post Newberg-Dundee Bypass. In addition, implementation of the Transportation System Plan (TSP) and funding for the maintenance of existing local roads is an important issue in the community.

The Comprehensive Plan projects that Newberg will grow to a population of 38,352 by 2025 and 54,097 by 2040. Planning for this future growth and the infrastructure needed to accommodate this projected growth will be essential to maintain and enhance Newberg’s high quality of life. Newberg has identified that it has a severe shortage of industrial land within its Urban Growth Boundary (UGB) to retain and grow existing businesses and attract new businesses, particularly in the manufacturing area. To address this shortage, Newberg is proposing to include land in the south industrial area into the UGB and designate that land industrial. A priority for the new City Manager will be to review and follow through with state agencies on planning updates, including the Urban Growth Boundary (UGB), Urban Reserve Area (URA) and city limits.

The City Council considers collaboration and the development of strong networks with various community-based jurisdictions and other governmental entities very important in ensuring the future success of the region. These include the School District, Parks and Recreation District, neighboring cities, the County, the Chamber of Commerce, Provident Newberg Medical Center and George Fox University.

As the Chief Budget Officer, the City Manager needs to plan for financial stability on a long-term basis. As with all governmental entities, the City faces the challenge of growing demands and limited resources. The City Manager will need to be both innovative and pro-active in his/her approach to revenues (including alternative funding resources) and financial management.

Other priorities include moving forward on the Riverfront Plan (for the waterfront area on the Willamette River), downtown revitalization, economic development, workforce development, and affordable housing.

The Position

The City Council seeks an experienced manager with exceptional interpersonal, communication and administrative skills to serve as the new City Manager of Newberg. He/she should have a quality orientation – someone who isn't satisfied with the status quo, but strives to make government more innovative, effective and efficient. The new City Manager should be creative, entrepreneurial and visionary.

An impeccably honest individual with a strong sense of personal and professional integrity is sought. The ideal candidate will be committed to engaging citizens, neighborhoods and the business community in the decisions that affect them. He/she will have the ability to educate the public on local governmental issues, build consensus and pull the community together. The individual should have a record of community service and a commitment to become actively involved in this community. He/she should be a visible leader, good listener and someone who the community can trust. A dedication to responsive public service is required.



Wastewater Treatment Plant

The new City Manager will have the ability to develop and maintain effective partnerships with other governmental entities and recognizes that regional cooperation and collaboration is essential to the overall welfare of the City.

The ideal candidate will be politically astute, yet apolitical and will foster a successful working relationship with the Mayor and City Council. It is essential that the Manager keep the City Council well informed on issues and activities concerning the City and is someone who believes in sharing information rather than in holding information. The City Manager will be innovative and proactive and will provide well-researched recommendations and alternatives to the Council so that they may make informed decisions. He/she will be adept at assisting the Council in translating their vision and goals into action plans and accomplishments.

The selected Manager will lead an experienced and talented management team. He/she should be accessible, supportive, personable and have a sense of humor. The ideal candidate will be able to empower staff by providing clear direction, establishing high standards of accountability and letting managers manage his/her department. The Manager should provide opportunities for professional development and recognize accomplishments. The individual should have an understanding of labor and employment law and have a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person must possess excellent problem-solving skills, be able to develop solutions and make good decisions. The ideal candidate should exhibit an open, honest, straight-forward communication style and excellent interdepartmental collaboration to ensure a team environment.

The successful candidate will be an experienced manager with strong budget and financial management skills, including capital project funding mechanisms in the public sector and ability to work within budgetary constraints. Knowledge of land use planning, experience developing and meeting the infrastructure needs of a growing community, and experience in economic development are also seen as very valuable. A Bachelor's degree in public/business administration, political science or closely related field is required; a Master's degree is preferred. Experience as a Department Head, Assistant City Manager, or City Manager or equivalent experience.

Compensation

The City of Newberg has established a starting salary range from \$_____ dependent on experience and qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage with the

City paying 90% of the premium for the employee and dependents. In addition, the City pays the full retirement contribution to Oregon PERS. Residency within the city limits of Newberg is highly desirable.

To Apply

If you are interested in this outstanding opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, résumé, and references to Newberg City Attorney Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or email to nboyer@mwvcog.org. The closing date is **Monday, January 27, 2014.**

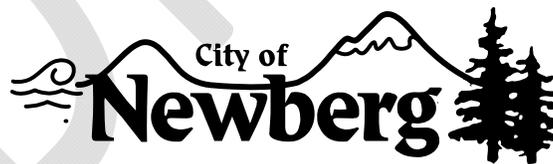


Newberg City Library

Veteran's Preference – The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at www.newbergoregon.gov) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Those deemed qualified will be provided to the City Council for review and selection of finalists. Interviews at the City of Newberg will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. If you have any questions, please do not hesitate to call Nancy Boyer at (503) 540.1601. For additional information, visit the City's Website at: www.newbergoregon.gov.

The City of Newberg is an Equal Opportunity Employer



THIS PAGE INTENTIONALLY LEFT BLANK

Newberg City Manager Recruitment Proposed Timeline

STEPS	ESTIMATED TIME	TARGETED COMPLETION
Initial Meeting w/ Subcommittee		Wednesday, November 6 th
Profiled/Ads Adopted by City Council		Monday, December 16 th
Approval of where to place advertisements		Monday, December 16 th
Ads Placed	1 to 2 days	Wednesday, December 18 th
Application Deadline	4 – 6 weeks	Monday, January 27 th
Prepare and send acknowledgment letters	1 week following closing	Monday, February 3 rd
Screen applicants – recommend top candidates to Council	2 weeks following closing	Monday, February 17 th
Council selects candidates for telephone interviews or in-person interviews		Monday, February 17 th
Reference background checks performed on finalists	3 – 4 weeks	Monday, March 17 th
Finalize candidates for interview		Monday, April 7 th
Candidate Interviews		Middle of April

City of Newberg – City Manager Recruitment

Advertisement

- **League of Oregon Cities (LOC) Newsletter and Website** – (\$20) – Ads in the newsletter must be submitted by the 25th of the month preceding publication.
- **ICMA (International City Managers Association) - ICMA**
Prices are determined by job function, not word count
City Manager - \$450 member price

When you post a job in the Job Center, your ad will appear on both the Alliance and ICMA web sites. Ads remain live on the Job Center for **60 days**, and can be removed by the advertiser if your recruitment closes or is satisfied. Recognizing that CAO and Deputy CAO recruiting can take time, these postings can be renewed for an additional 60 days or as needed.

- **Association of Washington Cities Website** - (no charge)
- **City of Newberg Website**
- **MWVCOG Website**
- National League of Cities - 30 days - \$250 – member /\$350 non-member
- GovtJobs.com Website (\$175 – single job posting for 60 days)
- Local Newspaper