



**CITY COUNCIL SPECIAL BUSINESS MEETING
MARCH 14, 2016, 6:00 PM
NEWBERG CITY HALL (414 EAST FIRST STREET)**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) (EMPLOYMENT OF OFFICERS)**
- IV. OPEN SESSION – DISCUSSION ON INTERVIEW PROCESS**
- V. ADJOURNMENT**

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the city recorder at (503) 537-1283. For TTY service please dial 711.

City Manager Recruitment Process

- March 14, 2016** Selection of candidates for interview on April 9th
Establish interview process for final interviews
- April 9, 2016** 9AM – 3PM
Council interviews 5-7 candidates in Executive Session
- April 23, 2016** 8:30AM
Orientation for panel members
Each panel selects a representative for lunch meeting with Council
- First panel – 7 employee representatives (3 Department Heads, 2 Union Reps and 2 Supervisors)
Second panel – 6 citizens (each Council member names one person)
Third panel – 7 business representatives (submitted by Chamber Board)
- 9AM – 12:00PM
Three panels interview 2-3 finalists
- 12:00PM – 1:30PM
Council meets over lunch with representatives from each panel to discuss their observations about candidates
- 2:00 – 6:00
Council interviews final candidates
- May 2 or 16, 2016** Council approves contract with new City Manager

CITY OF NEWBERG, OREGON
CITY MANAGER

SUGGESTED INTERVIEW QUESTIONS

1. We have all had an opportunity to review your resume. Please explain, from your perspective, how your background prepares you for this position and why you are interested in the City Manager position.
2. Describe for us the most innovative project or accomplishment that you can take direct credit for initiating and implementing. Also, tell us about your greatest failure and what you learned from it.
3. Please describe your economic development experience including dealing with growth and urban issues such as crime, quality of life issues, traffic congestion, etc.
4. What is your experience in managing City finances? How have you dealt with a situation where there are insufficient revenues to meet current and future operating expenses?
5. Describe how you would establish and maintain relationships with members of the City Council. Tell us about instances where those relationships may have become strained and what you did to improve upon them.
6. As a new City Manager, how would you establish credibility with the community and staff? Describe your experience developing effective relationships with various constituencies of the community and your involvement in community affairs. What is your experience with issues involving diversity in both the workplace and in the community?
7. How do you encourage, motivate and develop staff? What ways have you found to promote high morale within your organization?
8. During a staff meeting, your staff communicates to you that it is their consensus that a new procedure you have implemented isn't working. What would you do, and why?
9. What has been your approach to working successfully with other cities, counties, regional and inter-governmental organizations and State agencies?
10. From your vantage point, what do you perceive to be the opportunities and challenges facing the City of Newberg now and in the future?