

Monmouth 2024 Benefits and Job Description

City of Monmouth Benefits 2024:

- Medical, dental and vision insurance coverage is 97% employer paid with 3% employee contribution (up to full family coverage available).
- Basic Life and Long-Term Disability Insurance
- 100% employer paid Participation in the Oregon Public Employees Retirement System
- Vacation Leave
- Sick Leave
- Deferred compensation and other employee-paid benefit plans available
- The hiring salary range is \$140,000 to \$170,000 DOQ

The City of Monmouth is seeking an individual with a bachelor's degree in Public Administration, Business Administration, Urban Planning or Public Finance, or a closely related field. An advanced degree in one of these areas is strongly preferred. A balance of management experience and education portfolio will be considered together in the selection process.

Successful candidates should have at least 10 years' experience in public administration including a minimum of 5 years of progressive management experience, such as a city manager, assistant city manager, or department head. Attractive candidates will be able to demonstrate proficiency and success in the areas highlighted on the following pages.

A successful candidate must be able to demonstrate thorough knowledge of the principles, policies, and procedures of municipal government (including the Council-Manager model). The ideal candidate must have a proven record of managing strategically and tactically as well as engaging effectively with the City Council, city staff, residents, and organizations. The candidate must demonstrate experience building and maintaining a team of public servants who value accountability and engagement as well as promoting a common vision with partners.

The ideal candidate can demonstrate management proficiency in establishing clear expectations, providing productive feedback, developing talent, and fostering an atmosphere of teamwork and collaboration. The candidate must be highly ethical and be able to lead by example. A leader that can share an aspirational vision, empower citizens, motivate Council-directed change, and value diversity in all forms is desired. The ideal candidate will have a servant-based leadership philosophy built on a foundation of integrity.

With the challenges facing municipal government, the successful candidate will have strong acumen and practical experience with financial management and budgeting. This includes demonstrating experience in engaging with department heads on budget development and budget management. The preferred candidate will have experience with capital project financing and management, urban renewal agencies, and a strong understanding of Oregon Budget Law and Audit procedures, to include working with a Citizen Budget Committee.

The successful candidate must have a strong background in managing a diverse group of employees and must be a team builder and team leader. The candidate must have a track record of providing regular

and effective communication to the staff. The preferred candidate will have experience with labor relations and the collective bargaining process.

The City Manager is expected to represent the city in a variety of organizations and venues and show commitment to building on Monmouth's sense of community. The candidate should promote and uphold the city values of Communication and Engagement; Diversity Equity, and Inclusion; and Sustainability.

As such, the successful candidate must have direct experience with promoting and developing strong relationships with city residents, groups, and others in the city, county, and region. The candidate must also demonstrate strategies for effectively communicating with the media and residents in a variety of methods as well as providing respectful, responsive, tactful and effective interpersonal communication. The ideal candidate must be able to recognize and value diverse points of view and respect multicultural environments. The candidate must have experience working effectively with diverse and marginalized populations as well as having experience with successful conflict resolution.

The City Council of Monmouth values an atmosphere of trust and desires that the City Manager fosters productive council relations that are open and honest while working effectively with the Council as a whole, as well as the individual members, to achieve positive organizational outcomes. The successful candidate will be expected to provide regular communication to the Council on the needs, affairs and activities of the City and ensure the Council has the necessary information to be able to make informed decisions that address immediate, intermediate and long-term needs. The successful candidate will be expected to be accountable to the Council and be able to carry out the intentions and directions of the Council in a positive manner.

The City of Monmouth owns and operates its own electrical power distribution utility, which uses BPA power, as well as utilities such as water, sanitary sewer and stormwater systems. The City Manager must therefore have, or develop, a thorough understanding of utility distribution and collection systems, treatment plant operations, and utility rate structures.

The City of Monmouth values innovative problem solving and solution based approaches to the delivery of City Services. As such, the successful candidate should be able to demonstrate ways to assist City Council, staff and residents to envision and work towards ways of effectively delivering essential services to a diverse population in a cost-effective manner. The ideal candidate should demonstrate an understanding of the unique nature of Monmouth and the challenges and opportunities that face the city. The ideal candidate must be able to demonstrate an openness to the ideas, suggestions, and constructive criticisms from residents, city council, and staff and effectively prioritize them in the delivery of essential services for the community.

Duties Include:

- Support the city's values and goals by engaging departments and staff to carry them out
- Work with department heads to establish annual department priorities
- Ensure fidelity to HR laws and policies and conduct strategic collective bargaining in good faith
- Examine and periodically review the City organization and operating procedures to ensure economy and efficiency in departmental management
- Serve as City Budget Officer

- Provide staff development and mentorship
- Direct operation of City-owned public utilities and operations through appropriate staff
- Respond to resident inquiries and complaints, and Council requests in a timely manner
- Represent the City with local, state, and federal agencies; serve on boards and committees; enlist the resources of other agencies to benefit the City; and develop good working relationships with other local government agencies
- Nurture and maintain good public relations throughout the community and maintain high visibility and profile in the community Support the city boards and commissions by assigning support staff and valuing their efforts and recommendations
- Promote a culture of customer service with city policies and employees
- Work with the City Council to create a vision and implementation plan for the future growth and development of the City of Monmouth

The city deeply values its partnership with Western Oregon University, the city's largest employer. Years of declining enrollment have created stress on the university and community. Supporting WOU in its efforts to become a Hispanic Serving Institution and providing a welcoming, safe community for its students is important to the university's and city's success.

The City of Independence is a key partner in city services such as MINET (joint fiber optic utility) and MI Trolley (frequent, fare-free public transit) which is operated by Cherriots, a transit system located in Salem, Oregon. Minor collaborations and major infrastructure projects require ongoing work and attention.

Other partnerships include the Central School District and Polk County Fire District #1. The ideal candidate will be visible in the community, on Main Street, and elsewhere. The City Manager is expected to be easily approachable, recognized, and knowledgeable about the people of Monmouth.

The city is part of Polk County and the Mid-Willamette Valley Region of Oregon. Therefore, the ideal candidate should have demonstrated experience in Intergovernmental Relations, networking, and collaborations and should be able to provide positive examples of working effectively with state and federal officials, tribal nations, other local governments, NGO's, and community institutions. Particularly preferred will be a history of engaging with partners to access funding for high priority projects.