

City of Yachats **CITY MANAGER**

CITY OF YACHATS Gem of the Oregon Coast

Located on the scenic central Oregon Coast along Highway 101, Yachats borders lush forested mountains to the east and rhythmic Pacific surf to the west. Its stunning natural scenery and outdoor recreational opportunities make Yachats a popular tourist destination. Residents enjoy the simplicity of small-town life with major urban cities nearby, including Portland just three hours to the northeast and Eugene just two hours to the southeast.

Yachats, with a strong sense of community, wants to maintain its unique character and enhance what makes it a special Pacific Northwest coastal town. If you are looking for an exciting opportunity to help a small community thrive, preserve its charm, and protect its natural beauty, this is the right position for you.

GOVERNMENT AND ORGANIZATION

City of Yachats operates under a Council-Manager form of government. The City Council is nonpartisan, and comprised of four elected Council members, each serving four-year terms, and an elected Mayor, who serves a two-year term. Yachats operates with an annual budget of XXXXX. The Council appoints a City Manager to oversee operations and to enact Council policies in an effective, efficient and equitable manner.

The City Manager supervises 7.5 FTE's. These positions include office staff, public works staff, and a part-time city planner. The City contracts with a city attorney and a municipal judge. The City Manager also contracts for code-enforcement, IT technical support, custodial work, mowing and the Visitors' Center, and manages all contractor evaluations.

A structured network of commissions and committees work in collaboration with the City Council to provide a full range of services. Volunteers serve on and oversee all these commissions and committees, including: the Yachats Public Library, the Little Log Church & Museum, Parks & Trails, Invasive Plant Control, Public Works & Streets, Planning, Parks & Commons, Budget, Finance, and Emergency Preparedness. Neither police nor fire services are a city function; they are provided by Yachats Rural Fire District, Lincoln County Sheriff's Office, and Oregon State Police. Clearly, there are many more volunteers than employed staff, and volunteer coordination and support is a major responsibility.

THE POSITION CITY MANAGER

With a population of roughly 750, Yachats works to maintain a strong feeling of community that can be hard to find in larger settings. Local residents are highly active and engaged in all village issues, offering sometimes passionate comment and involvement. The preferred candidate will be an excellent communicator, approachable enough to listen openly to conflicting opinions, and skilled enough to bring people together for shared common goals, contributing to the community's success.

The City Manager of a small town must be a "jack-of-all-trades," flexible enough to multi-task, and willing to do "hands-on" work often delegated to others in larger offices. The chosen candidate will need to demonstrate the ability to manage many essential areas at once: finance, accounting & budget; grants & contracts; infrastructure maintenance; water and sewer delivery services; code enforcement; streets, traffic and parking issues; visitor amenities; local business and worker issues; stakeholder involvement; negotiation with county and state officials; organization and communication amongst commissions & committees, city office staff, and the citizens.

The City Manager will be expected to maintain clear roles and boundaries as she or he works with the City Council in its policymaking role, while simultaneously building the necessary ongoing trust, transparency and sense of teamwork. This leader will provide realistic assessments of the staff capacity to fulfill Council expectations and strive to balance several priorities and initiatives. In order to achieve these goals, the City Manager must be able to assign staff to a coherent and functional organizational structure, while allowing for their individual challenge, creativity and growth. It may go without saying, that in this complex process, demonstrable skill in conflict resolution will be required.

DESIRED QUALIFICATIONS

The successful candidate should have at least a Bachelor's degree in public or business administration, public policy, political science, organizational psychology, finance, or a related field. Master's degree is preferred, but years of relevant experience may be substituted for some of the education requirement.

The ideal candidate will have demonstrated success in municipal leadership roles in comparably sized communities or organizations. Preferred candidates will have observable success in collective bargaining; human resource management and personnel supervision; intergovernmental relations; familiarity and comfort with the volunteer Council-Manager form of government. It will add to the candidate's value to have a working knowledge of Oregon law related to finances, purchasing & vendors, water and sewer rate structures, land use, debt tools and funding development, records management & maintenance, open meetings and ethics.

COMPENSATION AND BENEFITS

1. Salary Range DOQ
2. Oregon PERS (retirement system)
3. Family, Medical, Dental & Vision insurance benefits
4. Long-term disability insurance
5. Paid holidays, vacation and sick leave

“Soft Benefits” include assistance from a welcome committee of community volunteers in making the transition and getting settled. Community gatherings will be organized within the first few weeks, to assist in getting acquainted with the citizens. Private and small group tours of the area will be arranged.

CITY COUNCIL GOALS

1. Improve timeliness, relevance, quality, and effectiveness of city service delivery
2. Prioritize and demonstrate environmental responsibility in all actions and decisions
3. Strengthen relationships with community
4. Provide a safe environment
5. Demonstrate financial responsibility
6. Address lack of affordable housing

YACHATS CITY VISION STATEMENT

Our village is a place where natural resources are valued and protected; where diversity is celebrated and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens’ basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

Adopted April 2, 2009