

Interview Notes: Eileen Stein, 4/28/23

(Note that answers were more fluid and comprehensive than reflected in this summary)

Eileen outlined her extensive City Manager (CM) experience: Eleven years in Sisters, Three Years in Mt Angel, and four in West Linn. She noted that Sisters and West Linn ended via a separation agreement as councils turned over. She also has Public Works experience. She has been serving in Clackamas County in Interim roles and is now looking to serve as a City Manager, either interim or permanent.

She noted that she has interviewed for the CM of Coburg (population about 1,200) and as interim manager in Canby (population, 18000). She also noted that she interviewed in Carlton where a prior manager, Shannon Beauclaire, now serves.

Eileen stated that: She has a “strong collaborative style”, is an “effective communicator” and is an “ethical, forward-thinking strategic leader”.

Question: What do you see as the role of Interim Manager

Keep city business going. Respond to Council expectations. For example, if organizational changes are needed, execute to the will of the council.

How do you see the role of the CM in a small community without the department heads as you had in previous positions?

Will definitely be a change and challenging as there is simply less staff. Having full control of staff versus delegating will be a change. That said, I have served in all the roles (HR, Public Works, CIP, Budget, etc) and feel well versed in them. I will keep the council informed of personnel issues. While I will welcome input from the council, it is important that they do not micromanage staff or deployments. I believe in informing the council of (non-personal) staffing issues but believe the context and the matter-at-hand impact how it is presented.

How do you work with staff? Meeting, counseling, training, etc.

Given the small size, mostly one-on-one. The emphasis is on moving toward department and council work goals. If appropriate, there would be all staff or group meetings. She believes in seeking out different perspectives from staff, council, and citizens.

How would you work with Commissions and citizen groups?

In Sisters we had similar demographics of experienced, talented individuals serving on multiple commissions and I think I handled it well over my eleven years. It takes tact and understanding as expectations are often set by others in the community so clear feedback is sometimes required. However, in a small community, the talents and ability of these commissions are critical to success – we really need their talents and abilities. They can identify problems and develop solutions. Sometimes they can be given some seed money to explore options to present to the CM and council.

How do you envision living in the community? Hybrid vs Full-time residence. How soon are you available?

I have a vacation scheduled for a wedding in the second week of May but I am immediately available other than that – unless one of my other offers comes through. I would want to live in the community and housing is a question. (City pays, allowance, higher salary, etc.).

What are your expectations re. salary

Somewhere around \$120K depending on contract terms, local housing (She lives in Salem). I also will ask to continue my professional development activities (the Board of Directors of Oregon League of Cities, Portland State University Local Government Advisory Board, and teaching (winter quarter only)).

Screening Councilors notes:

Eileen was very personable. She smiled, asked questions, spoke candidly about her past experiences. Eileen was calm, relaxed, and confident in her knowledge and experience working with the council-manager form of government. She has significant experience in multiple areas of city business. She communicated her need to individually reach out to and meet with city staff and commissions. She emphasized her experience working collaboratively with others.

Recommendations for next steps:

Yachats' City Councilors:

1. Create a uniform list of interview questions. Each Councilor prepares 4-5 questions (some will overlap from other people's ideas) we can come up with a concise list of questions to be used with any number of candidates (comparing "Apples to Apples"). For this Interim City Manager position, time is of the essence, and we can use this template now.
2. Determine the soonest time a quorum of City Council can meet with this candidate, and decide if we want to move forward NOW? Again, time is of the essence.
3. Salary.com compares City Manager job salaries across Oregon (and other states). This is what they share:
 - City Manager salaries in Oregon in 2023 typically range between \$101,173 - \$129,430.
 - Coburg City Manager position is advertised at \$ 75,000 - \$ 120,000 (Eileen has applied and interviewed for their permanent position)
 - Canby Interim City Manager position on Salary.com = \$ 111,628 (Eileen has applied and interviewed for the interim position)