

City of Florence

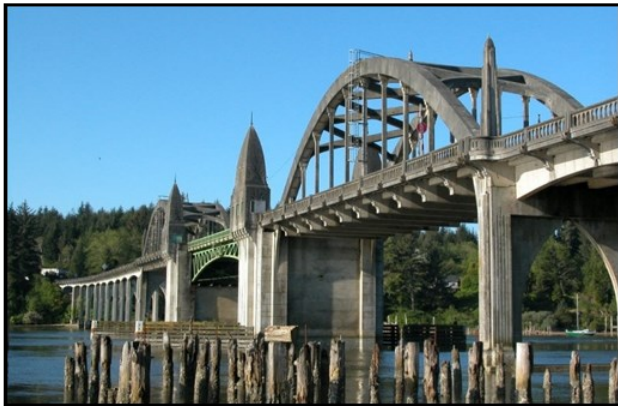
250 Hwy 101, Florence, OR 97439
www.ci.florence.or.us

CITY OF FLORENCE, OREGON
IS ACCEPTING APPLICATIONS FOR
CITY MANAGER

APPLICATION TIMELINE:
Open Until Filled—First Review July 18, 2014

The Community

Florence (population 8,480) is located on the Central Oregon Coast, approximately 60 miles west of Eugene via Highway 126. Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and other services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. Visitors come to Florence to experience the beautiful Oregon Coast, the Oregon Dunes National Recreation Area, Florence's historic Old Town district with a boardwalk and a variety of shops, and more. For more information on the Florence area, please visit www.florencechamber.com.



The mission of the City of Florence is:

To meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.

The City recently won the 2013 Helen and Alan Berg Good Governance Award presented by the League of Oregon Cities for the Budget Report to Citizens. The City demonstrates its commitment to sustainability through the Class A Biosolids program which began in

2010 as a pilot project and has since expanded.

The City

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large with the mayor serving a two-year term and the councilors serving four-year overlapping terms. The council president and vice president are selected by the council from their members. Department heads report directly to the City Manager.

The City has approximately 58 FTE staff members and a current budget of \$25.4 million. The City's Departments include City Manager's Office, Finance, Police, Court, Community Development, Public Works, and the Florence Events Center.



The City Manager Position

The City Manager is the Chief Executive Officer of the City of Florence. As Chief Executive Officer, the City Manager plans and directs the activities of all City departments through subordinate department directors and others in accordance with policies determined by the City Council. The City Manager is responsible for all City employees, directly or through subordinate department heads. The City Manager performs the various duties outlined in the City of Florence Charter and acts as the City Budget Officer. This position is appointed by and

serves at the pleasure of the Mayor and City Council and is responsible to the Mayor and City Council.

The Ideal Candidate

Knowledgeable and understanding of the current trends and potential trends which are active within the community and may affect the community in the future.

Experience:

- Understanding of Policy Formulation and Implementation
- Understanding of State, Regional and Local Politics
- Experience of General Administrative Oversight and Direction of Capital Projects
- Ability to Utilize Political Insight
- Knowledge of Police Operations and Issues
- Knowledge of Public Works Operations and Issues
- Knowledge of Municipal Finance and Budgeting
- Knowledge of Community Development Operations and Issues
- Knowledge of Economic Development
- Knowledge of Municipal Airports
- Knowledge of Urban Renewal Agencies, Enterprise Zones, and Main Street Programs
- Knowledge of Events Center Economics, Operations, and Marketing
- Knowledge of Emergency Operations
- Knowledge of City Utilities—Including Water, Wastewater, Stormwater, and Streets
- Knowledge of Tourism and Tourism Impacts

Leadership:

- Ability to interact and provide guidance to City Council.
- Ability to interact and provide administrative guidance to Mayor.
- Ability to present ideas in a clear and persuasive way.
- Ability to work with diverse citizens groups.
- Ability to direct, supervise, and evaluate staff.
- Leadership style which is collaborative, inclusive, and action oriented.
- Demonstrate team building and team oriented management style.
- Ability to respond appropriately to change and adapt to new information and changes.
- Ability to understand and manage the often conflicting financial pressures of a complex, multi-departmental public agency.



- Ability to provide administrative guidance and oversight to staff, while allowing them freedom to administer their departments
- Ability to work collaboratively with other governmental and semi-governmental partners and jurisdictions

Communication:

- Ability to verbally communicate effectively
- Ability to communicate effectively in writing
- Ability to utilize active listening skills

Education:

Graduation from a college or university with a Bachelor's degree in public administration, political science, business management, or related field required. A Master's degree is preferred. Position requires five years of progressively responsible municipal government experience. Three years of successful performance as a city manager in a city similar, or greater, in size and complexity as Florence or Assistant City Manager or major department head in city of greater size and complexity preferred. Position will allow for any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Compensation

The established salary range for the City Manager position is \$86,000 - \$120,000. The starting salary will be dependent on experience and qualifications. A generous benefit package is also provided, including employer paid medical, dental and vision insurance, statutory life insurance, long-term disability, and AD&D coverage.

How to Apply

If you are interested in this opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a completed City of Florence Application for Employment (www.ci.florence.or.us/jobs). Please submit application materials to City Manager Recruitment, c/o City of Florence, 250 Hwy. 101, Florence, OR 97439 or e-mail to ann.steward@ci.florence.or.us. The position will remain open until filled with a first screening to occur on July 18, 2014.

Veteran's Preference - The City of Florence 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 website at www.ci.florence.or.us) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Finalists will be invited to participate in interview panels and the City Council will make the final selection.

The City of Florence is an Equal Opportunity Employer

