

**Application Deadline: June 16, 2019**



### The Stanfield City Council's Vision:

Stanfield is a welcoming and inclusive community, known for its hometown atmosphere, quality housing, business and development friendly government, and continued, measured growth.

# City Manager

## City of Stanfield, Oregon

The City of Stanfield is recruiting for a City Manager. The person hired will begin as soon as possible. If you have an interest in managing a great Oregon city that is just beginning to tap into its potential, consider applying for this position.

### The City

As the new City Manager, you will find that Stanfield has great potential. The City's water and sewer infrastructure are in good shape, with recently completed water and sewer system improvements that have sufficient excess capacity for many years of future development. The City also recently changed its Urban Growth Boundary in order to bring in more desirable industrial land. In addition, the new Stage Gulch Trail was constructed last fall, and is the first leg of the planned City-wide trail system. The City has a sound budget, with similar financial constraints as many other small towns. You will find that there are many community members that are passionate about the community, and they will be essential resources as you serve the community.

Located along the banks of the Umatilla River, Stanfield is a city of about 2,200

about 5 minutes south of Hermiston on US 395. The Columbia River is just 15 minutes away, and 45 minutes gets you to the Tri-Cities, in Washington. The City provides water, sewer, library and police services, street maintenance, and parks. Stanfield provides police services by contract to the nearby City of Echo.

Stanfield has an interchange on I-84 that now has City water and sewer service available, and is primed for commercial and industrial development. Stanfield has agricultural roots and agriculture continues to be a main aspect of the economy. The Stanfield economy is also bolstered by the railroad and several manufacturing plants and data centers in the surrounding area. Stanfield is known for its ever growing 4th of July Celebration and its great school system.

### The Position

Stanfield is looking for a forward-thinking "hands-on" working manager who can help the Council take the City to the next level.

Stanfield is governed under a Council-Manager form of government. The City Manager is selected by, and answers to, the Mayor and 6 City Councilors, and is the Chief Administrative Officer, as well as Budget Officer. The Council and staff have been very stable. The Mayor just began his 25th year as Mayor. The City Manager directly supervises the office staff, which includes the Finance Officer, the Court/Utility Clerk, and a part-time office assistant. The City Manager oversees the work of the Public Works Director, the Police Chief, and the Library Director in conjunction with

the Library Board. The City Manager also serves as the Recorder and Planner for the City. The City Manager is the main staff person for the Planning Commission, and is expected to participate with and provide input to the Library Board. The City Manager is expected to play an integral role in the annual 4th of July Celebration.

There are 8, soon to be 9, full-time employees, 4 employees that work a 30-hour schedule, and up to 8 other part-time employees depending on the season. The City contracts for city attorney services, IT support, and engineering services. Fire protection is provided separately by Umatilla County Fire District No. 1.



## Minimum Qualifications

Candidates for this position should have a bachelor's degree in business, public administration or a related field. A Master's degree is desirable. Two years of experience in local government (or government administration) are required, and supervisory experience is highly desirable.

Residency within the City of Stanfield is not required, but encouraged.

## The Ideal Candidate

The successful candidate will be a proven leader with a passion for public service and an ability to work with the City Council to keep and build upon a vibrant vision for Stanfield. While it may be unlikely that a candidate will have all of the skills and training desired, an ideal candidate will have:

- Excellent communication skills
- Experience in land use planning
- Outstanding customer service skills
- Supervisory and administrative skills
- Knowledge of fund accounting and budgeting
- Grant writing skills
- Good working knowledge of technology and software (website, spreadsheets, etc)
- Be a team player and willing to do front-line work
- Economic Development experience or skills
- Master's Degree in Public Administration or related field
- An approachable nature...and a sense of humor

## To Apply

To apply for this exciting career opportunity, please submit the following to [citymanager@cityofstanfield.com](mailto:citymanager@cityofstanfield.com):

- Resume
- Cover Letter
- City of Stanfield veteran's preference form (if applicable)
- Three work-related references
- Response to the supplemental questions

Please do not hesitate to contact Stanfield City Hall with any questions by phone at 541-449-3831, or by email to the above address.

## Compensation & Benefits

The annual salary range for this position is from \$65,000 to \$80,000 range, depending on the qualifications of the selected candidate. In addition, the City provides an attractive benefits package, including:

- 11 Paid Holidays
- Paid Vacation
- Paid Sick Leave—96 hours per year
- Participation in Oregon PERS retirement plan. The City pays the 6% employee contribution in addition to the employer portion.
- Medical, Dental, Vision, and Life Insurance
- Health Savings Account
- Deferred compensation
- Equal Opportunity Employer

## Search Schedule

### Filing Deadline:

**June 16, 2019**

### Preliminary Interviews:

**June 24-28, 2019**

### Finalist Interviews:

**July 19, 2019**

## Supplemental Questions

Answer these questions (no more than a single page per question) and submit with your resume:

1. What have you learned about the City of Stanfield that makes you interested in this position, and why is now a good time in your career to consider applying for this position?
2. What is your perception of the role of a City Manager?
3. Please give a brief description of your management style.
4. What process would you follow to resolve complaints about nuisances, especially when the violator is not cooperating?
5. Describe your knowledge of municipal budgets, fund accounting, and land use planning.
6. There is a difference between leadership and management. Please describe how you have used leadership to make a positive change.