

City Administrator

Coburg, Oregon

SALARY RANGE \$75,000 to \$120,000 with excellent benefits

POPULATION: 1316

BUDGET: 17 Million

FTE: 18

Located in north Lane County in the beautiful Central Willamette Valley Oregon, the **City of Coburg** (population 1,316) is a regional employment area (est. 3,000) that offers a quaint historic architecture, natural beauty and recreational opportunities. Situated along Interstate 5 just north of Eugene-Springfield metropolitan area, it serves as a gateway to Lane County. It is renowned for community events such as the Coburg Car Classic, Coburg Quilt Show, and the Coburg Antique and Vintage Faire.

Coburg has a strong local heritage with residents who are active and passionate in the community. With its access to the metropolitan area, walkability, neighborliness, and excellent K-8 community based public charter school, Coburg offers a great environment to raise a family, as well as the unique combination of small-town living within five minutes of the Eugene-Springfield metropolitan area.

Coburg is an economic center for many small to international companies in a broad range of light industrial industries.

CITY DEPARTMENTS

- Administration
- Municipal Court
- Finance
- Planning/Community Development
- Police
- Public Works (Water, Sewer, Streets, Parks and Open Space)

The City of Coburg functions within a strong Mayor/Council-City Administrator form of government.

The City Council has six elected members that serve four-year terms. The Mayor is elected by the citizens for a two-year term. The City employs 18 FTE and 4 contract employees and its 2022-23 budget is approximately \$17 million.

The Coburg Rural Fire District provides fire service.

The City Administrator is hired by and serves at the pleasure of the City Council. The Administrator assists the Council in developing City policies through ordinances, resolutions and directives, and is responsible for policy implementation. The City Administrator is the chief executive officer of the City and exercises supervision over its operations and all department heads and employees, with the exception of the Municipal Judge.

ROLES AND RESPONSIBILITIES

- Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- Establish administrative procedures to increase the effectiveness and efficiency of City government, according to current practices in local government, and consistent with approved policies established by City Council.
- Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures
- Provide information and advice to the Mayor, City Council, other public officials and the public on the City's operations.
- Act as the City's representative in such areas as labor relations, intergovernmental relations, conferences, conventions, and seminars related to public management.
- Delegate responsibility as necessary to accomplish the desired objectives.
- Attend meetings of the City Council and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City.
- Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies, and otherwise make decisions in the best interest of the City's operations.
- Recommend for adoption by the Council such measures he or she may deem necessary or expedient.
- Prepare and submit to the Mayor and Council such reports as may be required by that body, or as he or she may deem advisable to submit.
- Keep the Mayor and Council fully informed and advised of the financial conditions of the City and its future needs.
- Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.
- Appoint and remove all employees of the City except the Municipal Judge, and City Recorder. Exercise all supervisory duties over all employees of the City, including officers of the City listed in Section 12 of the Coburg City Charter, and such other officers as the Council deems necessary, but excluding the Municipal Judge.

- Perform such other duties as the Mayor and Council may determine by ordinance or resolution.

RESIDENCY

It is preferable that the City Administrator be a resident of the City and participate in community life. However, consideration will be given to a distance established within the employee manual, which requires a response time of no more than 25 minutes

OTHER DEMONSTRATED SKILLS

The ideal candidate possesses and has demonstrated the following attributes:

- An ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment. Take policy direction from the Council and lead staff to achieve tangible results. Communicate effectively verbally and in writing with diverse groups.
- Experience and ability to manage and oversee all City operations, including: **budgeting and finance, planning and land use**, City utilities, public safety, emergency management, public works, personnel, and all other City functions.
- Act as the City's business agent in the sale of real property and other matters relating to City contracts, permits, franchise agreements, and leases. Possesses knowledge of Oregon land use laws and procedures.
- Knowledge of Oregon's budget laws and demonstrated ability to ensure effective operations given budget constraints and limited resources.
- Possesses the skills and knowledge to oversee enterprise utilities and ensure their long-term functionality and solvency. Specific knowledge of water and sewer rate structures, debt tools for enterprise funds, and system development charges.
- A successful track-record in grant writing.
- Understanding and demonstrated success in implementing the principles and best practices of personnel management including fostering a productive work environment that strives for excellence.
- Demonstrated track-record of proactive community engagement and participation in the community.
- Dedication to the principles of public involvement and consensus building among diverse community interests while ensuring tangible outcomes.
- Demonstrated ability to navigate major conflicts on controversial community issues between diverse interests.

- Experience in effectively working with elected councils, boards and commissions, including fostering an environment of effective, honest, and open communication. Judgment and ability to effectively keep the City Council informed of issues related to the City.
- An ability to provide clear and complete information on policy options.
- A commitment to local government processes and procedures, board policy development, and equal access to information by all Councilors.
- Demonstrated ability to facilitate effective community conversations on long-term economic and community development issues, particularly amid strong and varied opinions.
- Strong negotiation and collaboration skills to work with a variety of area partners, including key public and private entities, on policy matters important to the City (e.g., multi- jurisdictional transportation improvements, land acquisition and/or development).
- Significant experience in public management along with private sector experience to enable effective support of the business community and engagement in economic development.

CURRENT EMPHASIS AREAS

Utility Rate Analysis and Updates
Capital Project Management
Housing Needs Analysis
Transportation Planning
Community Development

Finalist Interviews and Selection Week _____

Position Start Date _____

The City of Coburg is an Equal Opportunity Employer.

For additional details, application materials, and instructions on how to apply, please visit

POLICY PRIORITIES EXPERIENCE AND EDUCATION

Bachelor's degree in public administration or a related field with a master's degree preferred, at least eight (8) years of experience in progressively more responsible senior management positions, five (5) years of public sector management experience is desirable, excellent verbal and written communication skills, and demonstrated ability to guide a city and its departments

through growth and change. Or, any combination of education and experience that provides the candidate's ability to successfully execute the duties of the office.

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