



MEMORANDUM

TO: Mayor and City Council
City of Dallas, Oregon

DATE: February 27, 2019

FROM: Sean O'Day
Executive Director
Mid-Willamette Valley Council of Governments

SUBJECT: City Manager Recruitment - schedule, process, position profile, standards, and criteria and policy directives to be used in the selection.

On February 19, 2019 the Council met in a work session to develop a proposed schedule, process, position profile, standards, and criteria and policy directives to be used in the selection of the next City Manager. The following materials reflect the substance of the discussion and are intended to inform the public and to be a basis for public comment at a public hearing to be held on March 4, 2019.

As noted at the work session on February 19, hiring a city manager is one of the most important responsibilities a city Council has. The city manager is the most pivotal employee of a city's organization. He or she functions as the critical link between the council and staff. The manager assures that council policy becomes reality in day-to-day services and that those services are delivered effectively.

The optimal relationship between the manager and the council, employees and the community is different for each city, and is important that the process used to select the city manager accurately reflect Dallas values, culture, and current needs, which is why the Council is seeking public input on the schedule, process, position profile, standards, and criteria and policy directives to be used in the selection of Dallas's next city manager.

Schedule:

| | STEP | ESTIMATED TIME | COMPLETION |
|----|--|----------------|-------------------|
| 1 | Council Develop recruitment on process, standards, criteria and profile in work session | | February 19 |
| 2 | Public Hearing on process, standards, criteria and profile. | Two weeks | March 4 |
| 3 | Place Advertisements | One day | March 5 |
| 4 | Closing Date | 3 Months | March 5 |
| 5 | Screen / Score Applications | Two weeks | June 7-13 |
| 6 | Council meets in Executive Session to: (1) Select up to five candidates for Background Check / Interviews (2) Review interview questions, (3) Review score sheets, and (4) Identify staff and community panel members. | | June 17 |
| 7 | Obtain Candidate Release / Conduct Backgrounds and Reference Checks | 3 – 4 weeks | June 18 - July 12 |
| 8 | Community Open House | July 15 | July 15 |
| 9 | Interviews (in executive session). | July 16 | July 16 (pm) |
| 10 | Council Deliberates in Executive Session on selection ranking of candidates / identifies someone to negotiate with selected candidate. | July 16 | July 16 |
| 11 | Contract Negotiations | 1-2 Weeks | Aug 5 |
| 12 | Council approves Employment Contract (open meeting) | | Aug 5 |
| 13 | Start Date | 1-2 Months | Aug - Sep |

(Council meetings are 1st and 3rd Monday of the month)

Advertising

The Council will advertise the position in the following locations:

- League of Oregon Cities (LOC) Newsletter and Website – (\$20) – Ads in the newsletter must be submitted by the 25th of the month preceding publication.
- Association of Washington Cities Website - (no charge)
- City of Dallas Website
- MWVCOG Website

- ICMA (International City Managers Association) Weekly Newsletter
Prices are determined by job function, not word count /City Manager - \$450 member price / \$600 non-member
- National League of Cities - 30 days - \$250 – member /\$350 non-member

Background Check Process

The background check process will involve a degree verification, credit check (because this position has fiduciary responsibilities) a criminal history check, and reference checks to include a subordinate, peer, and supervisor. In conducting reference checks, the COG will endeavor to obtain names and interview others who know the candidate but is otherwise not listed in the candidate’s reference list.

Interview Panels

All interviews will be conducted in executive session. Interviews will consist of three panels consisting of: (1) the Council, (2) a Community/Partner panel, and (3) a Staff panel. The Community and Staff panel will select among its membership someone to provide a report to the City Council in executive session following the interviews. The Community/Partner panel and Staff panel will not rank candidates. Instead, the report will consist of a summary of each candidate’s strengths and weaknesses as determined by a consensus of each panel.

Open House

Prior to the final interviews, the city will host an Open House where the public will be able to meet with the candidates and fill out comment cards on the candidates

Minimum/Preferred Qualifications

To be considered, candidates must have a bachelor’s degree in public/business administration or related field with at least five (5) years of local government management experience as a City Manager/Administrator, Assistant City Manager/Administrator or Department Head or equivalent experience that demonstrates an ability to meet the duties of the position.

A Master’s degree in public administration or related field, certification as an ICMA Credentialed Manager, and Oregon experience is preferred, including experience with Oregon land use, and experience designing and sustaining community events and recreational programs.

Selection Criteria

Candidates meeting the minimum qualifications will be evaluated on the following desired skills and abilities:

- **LEADERSHIP ABILITY** –Must be able to prioritize effectively, be pro-active and open to ideas, suggestion and constructive criticism from citizens, City Council and staff. Must be highly ethical and of unquestioned integrity and be able to lead by example. In working with staff, needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.
- **COUNCIL RELATIONS** – Expected to actively provide on-going regular communication to the Council on the needs, affairs and activities of the City and be able to provide the Council with the necessary information to be able to make informed decisions. Needs to be accountable to the Council for his/her time and be able to carry out the intentions and directions of the Council in a positive manner.
- **PUBLIC/COMMUNITY RELATIONS** – Must be involved with the community and committed to building on Dallas’s sense of community. Must be able to recognizes and value diverse points of view, understand multicultural environments and be able to work effectively with the entire community. Must have a strong commitment to providing excellent customer service. Must understand small town politics.
- **VERBAL COMMUNICATION** – Ability to convey information and ideas accurately. Delivery should be smooth and fluent. Uses appropriate grammar, vocabulary, sentence structure, etc. Includes listening, understanding, responding appropriately and the use of gestures, eye contact, etc., to enhance the communication. Presents self in a positive manner.
- **INTERPERSONAL SKILLS** – Ability to deal with people in a tactful, diplomatic and polite manner. Interacts with others in a way that demonstrates sensitivity to their needs and motives and does not arouse antagonism or negative feelings. Perceives the impact of his/her behavior upon others and adjust accordingly. Has a genuine interest in and empathy for people. Treats individuals in a fair, consistent and impartial manner. Ability to deal effectively with potential conflict.
- **TECHNICAL KNOWLEDGE** – Candidate responses and application materials reflect appropriate knowledge of the principles, policies and procedures of municipal government as set out in the desirable qualifications in the profile. Demonstrates awareness of the roles and responsibilities of the Council and Manager. Has a strong background in financial management, human resources, intergovernmental relations, and budgeting.

Candidates that have the preferred qualifications and that demonstrate the desired skills and abilities will be ranked above those meeting the minimum qualifications and that demonstrate the desired skills and abilities.

Veterans Preference

The City will apply a scoring methodology for veteran's preference that will apply at every stage of elimination. In addition, pursuant to Oregon law, veteran candidates with transferrable skills will be granted an automatic interview. A "transferable skill" is a skill that a veteran has obtained through military education or experience that substantially relates, directly or indirectly, to the civil service position for which the veteran is applying.