



City of Tigard, OR

City Manager




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City of Tigard, OR

Tigard, OR – A Place To Call Home

Located in the beautiful Willamette Valley, the City of Tigard is a clean, livable family oriented community located just minutes southwest of Portland in Washington County. As a community, Tigard blends the amenities of a modern city with the friendliness and community spirit of a small town. Tigard is the 12th largest city in Oregon with a population of approximately 48,000.

The city is also known for its natural scenic beauty and abundance of parks and greenways. There are over 181 acres of developed parks and over 202 acres of undeveloped greenways, wetlands, etc. Tigard has been named a Tree City USA by the National Arbor Day Foundation to honor its commitment to its community forest. This is the tenth year Tigard has received this national recognition.

In 2006, City Council made the decision to adopt “A Place to Call Home” as the tagline for the city—representing a commitment to having Tigard be a city that everyone could be truly proud of—a place with a true commitment to the community, its employees and to excellence. In an effort to further this vision, the city implemented three values for staff to reflect and embody.

These values are:

- **Respect and Care**
We will treat people well
- **Do the Right Thing**
We will go the extra mile to exceed expectations
- **Get it Done**
We will focus on solutions—not excuses

The city’s “open door” policy encourages citizens to attend weekly City Council meetings and observe the mayor and City Council. Tigard is a community building for today and its future. Local government and school leaders, citizen groups, businesses and individuals work hard to build upon Tigard’s significant community attributes. The city promotes citizen participation through Neighborhood Networks that represent the community’s 13 geographic areas. The networks allow citizens to become part of the decision-making process.

In Tigard, community activity revolves around close-knit, family oriented neighborhoods. There are many comfortable older neighborhoods in beautiful condition. In addition, Tigard’s location and proximity to transportation have contributed to its steady growth and attraction as a business destination. While there are many new residential neighborhoods opening in the city, there are also plans to add additional commercial and office space.

Since incorporating in 1961, Tigard developed a strong tax base and a diversity of businesses. The city’s tax rate is among the lowest in the Portland metropolitan area, and Tigard has the highest retail sales per capita in Oregon. Today, there is over 4.5 million square feet of commercial and industrial space in Tigard at business parks such as Lincoln Center, Oregon Business Park, Forum Properties Business Centers, Tigard Industrial Center, Commerce Plaza, Sequoia Parkway and Plaza West.

For more information about the City of Tigard, please visit their website at www.tigard-or.gov.

The City Government

The City of Tigard operates under a mayor/council form of government which utilizes a city manager to act as the administrative head of the city. The City Council is composed of a mayor and four councilors. The mayor and councilors are elected city-wide to four-year terms, and two councilors are elected at each biennial general state election for a four-year term. No councilor may serve more than eight consecutive years, except in cases where a councilor is filling an unexpired term. One of the councilors is appointed council president, and presides over City Council in the absence of the mayor and may perform other functions of the mayor at these times.

The City of Tigard has eight operating departments (Administration, Community Development, Finance and Information Technology, Library, Mapping, Municipal Court, Police and Public Works) and provides a full range of municipal services to the community. Fire service is provided under contract with Tualatin Valley Fire and Rescue.

The city employs over 270 full-time employees, and has two labor unions: the Tigard Police Officers Association representing 65 sworn and nonsworn, non-management in the Police Department, and SEIU-OPEU, representing 110 general, non-management employees citywide. The remaining full-time and part-time/seasonal employees do not have union representation.

Opportunities and Challenges

- One of the top priorities for the city manager and the City Council is maintaining the sound fiscal condition of the city. The City of Tigard has actively implemented measures to address budget challenges and maintain a balanced budget. These ongoing efforts resulted in a recent increase in the city’s bond rating. The city manager will continue to prioritize the needs of the city, recommend appropriate adjustments to balance resources and expenditures and maintain a plan for addressing the current and future needs of the community (recreation and parks, construction of a new police station, etc.).
- The City of Tigard is one of the 23 communities in Metro (the elected regional government). It’s important for the city to ensure that it maintains its unique identity and character, while working closely



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with Metro and other communities on regional issues. The next city manager should continue to seek, create and expand collaborative, regional and partnership-oriented solutions to plan for and manage future growth.

- Over the last two decades, Tigard has grown rapidly and is expected to continue to grow over the next 10 to 15 years. The next city manager will be responsible for addressing the development and fiscal issues associated with a growing community (i.e. transportation, density and housing, smart growth, land use). The city has a new comprehensive plan, and is now working on implementing that plan.
- The city manager will work with executive staff to continue developing internal leadership capabilities and succession plans. In addition, the city manager should continually look for operational efficiencies while maintaining excellence in service delivery.
- Diversify the economy and create an environment that encourages the attraction, retention and expansion of all sizes and types of businesses. Continue to work with the existing Urban Renewal District and look for opportunities to develop a successful and prosperous downtown.
- Work to complete the Lake Oswego-Tigard Water Partnership project to secure ownership in a long-term water source.
- Continue to improve internal and external communication, and provide the mayor and council with regular updates on issues and progress on major initiatives.

The Position

Under policy direction, the city manager plans, organizes, and provides administrative direction and oversight for all city functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to city residents and businesses; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The city manager receives policy direction from the City Council, and exercises general direction and supervision to the entire city staff through subordinate levels of management and supervision.

The city manager serves as the chief executive officer of the city, accountable to the City Council and responsible for enforcement of all city codes and regulations, the conduct of all financial activities and the efficient and economical performance of the city's operations.

Essential duties and responsibilities include, but may not be limited to:

- Plans, organizes, and administers operations of the city, either directly or through subordinate management and supervisory staff; coordinates

and evaluates the work of the city in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.

- Directs and coordinates the development and implementation of goals, objectives, and programs for the city; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the city; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the city's financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long- and short-range plans for city service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future city needs.
- Oversees the administration, construction, use and maintenance of all city facilities and equipment, including buildings, parks, facilities and other public property.
- Represents the city and the council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; acts as the city liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the city government.
 - Provides for contract services and ensures proper performance of obligations to the city; has responsibility for enforcement of all city codes and regulations.
- Oversees the selection, training, professional development and work evaluation of city staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures and other written materials.
- Ensures that the council is kept informed of city functions, activities, and programs, and of legal, social and economic issues affecting city activities.
- Monitors changes in laws, regulations, and technology that may affect city operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

The position will be vacant due to the retirement of the current city manager who was appointed in 2005.

The Candidate

Education and Experience

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a field related to the work and ten (10) years of management or administrative experience in a municipal agency setting, including five (5) years of management and supervisory experience; experience in working with an elected council or board is highly desirable.

It is also desirable that candidates have knowledge of economic development and redevelopment, budgeting and financial management, planning and land use, water issues including provision and delivery, intergovernmental relations and community relations, and negotiations.

Residency within the City of Tigard is desired, but not required. Candidates from all geographic regions will be considered.

Experience as a board member or council member is desirable.

Management Style and Personal Traits

The city manager must be a confident decision maker who will work in partnership with the City Council, engage the community and be forward thinking. This person should have a proven track record in fiscal management, land use, consensus building and the desire to provide regional leadership on a variety of issues. The ideal city manager must value community participation and know how to facilitate input from residents, commissions, local businesses and the City Council. He/she will have a reputation for intelligence, poise and being calm under fire. He/she must have the flexibility and mind set to effect change within the organization as needed.

The ideal city manager also demonstrates:

- Strong fiscal management and insight
- Knowledge of planning, land use, zoning, building, and redevelopment
- Knowledge of the needs of business
- Teamwork mentoring and developing excellence from city staff
- Belief in the value of employees
- Problem solving with a creative attitude
- Ability to benchmark and evaluate performance
- Willingness to take reasonable risk
- Superior listening and communications in all forms
- Unquestionable ethics and integrity
- A good antenna for community issues, and the ability to communicate and feel comfortable with people from all walks of life
- Fostering an administration of transparency
- An openness to new ideas and approachable
- The desire to be a leader
- A strong customer service orientation
- High ethical standards and the integrity and the courage to express an opinion and disagree when appropriate
- Committed to public service

The city manager should be able to understand the roles of the mayor and City Council and provide his/her best professional recommendations in helping the council shape the future of the city. However, when the council makes a decision, he/she should be respectful of the role of the council and promptly implement their policy, even if it is different from his/her recommendation.

Candidates should be optimistic, energetic and friendly, have a good sense of humor, and be active and visible in the community.

Compensation

The salary for the position is negotiable within an established range, and will be dependent on the qualifications and experience of the selected candidate. In addition, the following benefits are provided: A city contribution toward the choice of three medical/dental/vision plans for the employee and family, City-paid life insurance, long-term disability and AD&D insurance; holidays, paid time off (PTO) and medical leave bank based on years of service; bereavement and military leave; car allowance; EAP, city contributions toward an ICMA 401(a) retirement plan and Voluntary Employee Beneficiary Account (VEBA); city match up to a specified amount toward the choice of one of two 457 deferred compensation plans; city contribution toward long term care insurance or life insurance or both; professional and civic memberships; voluntary options for credit union and additional employee/spouse/dependent life insurance.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the more qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the appointing authority for final selection. Final interviews will be conducted by the mayor and City Council.

How to Apply

Interested candidates can apply for this position and obtain additional information at www.allianceresourceconsulting.com.

Confidential questions, inquiries and nominations may be directed to:

Eric J. Middleton, *Managing Partner*

Sherrill A. Uyeda, *Senior Partner*

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Resumes should be received by **Monday, July 18, 2011**.

The City of Tigard is an Equal Opportunity Employer and values diversity at all levels of the organization.