



# INTERIM CITY MANAGER



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## The Beaverton Community

Located in the heart of the Tualatin Valley, midway between Mt. Hood and the Oregon coast, Beaverton combines the best of a big city and the peaceful surroundings of a small town. Just seven miles west of Portland, Beaverton is Oregon's sixth-largest city and the second-largest incorporated city in Washington County.

Beaverton is home to nearly 100,000 people of all ages and backgrounds and is one of the most diverse cities in Oregon. One in three residents identifies as a person of color, roughly 20 percent were born outside of the U.S., and more than 100 languages are spoken in the Beaverton School District. This richness of cultural diversity is what makes Beaverton such a vibrant city.

Filled with eclectic charm, downtown Beaverton is a collection of mid-century shop fronts, turn-of-the-century landmarks, and the latest in mixed-use development. A new center for the arts with a large performing space is currently being constructed, and opportunities for shopping, entertainment, and exploration abound beyond the city core.

Through a partnership with Tualatin Hills Park and Recreation District, Beaverton residents enjoy many outdoor activities. With more than 100 parks encompassing 1,000 acres, every home in Beaverton is within a half-mile of a park. The City has 30 miles of hiking trails and a 25-mile network of bike paths. Within an hour's drive, there are many more natural areas and opportunities for recreation, including ski slopes to the east and ocean beaches to the west.

Beaverton's neighborhoods offer more opportunities for neighbors to have fun and make a greater impact on the community. Along tree-lined streets, neighbors are often out jogging, biking, dog-walking, and enjoying everything the City has to offer. From outdoor concerts to art, multicultural festivals, and celebrations, Beaverton's annual events help bring the community together.

Welcoming residents and visitors from everywhere, Beaverton is eager to share all that makes it the best of Oregon.

## The Beaverton Community Vision

Adopted by City Council, the Beaverton Community Vision is an award-winning project. Built directly from community conversations, the Vision helps shape the future of the community through five goal areas:

- Build Community
- Public Services
- Improve Mobility
- Vibrant Downtown
- Enhance Livability

## Inside City Hall

On January 1, 2021, the City of Beaverton will transition from a mayor-council form of government to the council-manager form of government. Beaverton voters approved the new city charter in May of 2020. Under this new form of government, City Council consists of the Mayor and six Councilors, all of whom are elected at-large on a nonpartisan basis to four-year terms. The Mayor is the full-time political and ceremonial head of the City and presides over Council meetings. Council selects a Council President each calendar year to act as Mayor in the Mayor's absence. The City Manager is appointed by Council and charged with overseeing all City operations except for the City Attorney's Office, the Municipal Court Judges, and the City Auditor.

Beaverton employs approximately 625 full-time employees and has a 2020-2021 budget of \$406.6 million that reflects the priorities of the Mayor, City Council, and the Beaverton Community Vision. Currently, eight departments are responsible for the wide variety of public services within the City of Beaverton: City Attorney's Office, Community Development, Finance, Human Resources, Library, Mayor's Office, Police, and Public Works.

## The Position

The Interim City Manager is appointed by, reports to, and serves at the pleasure of the City Council and provides administrative direction and leadership to all city departments. This person is responsible for the proposal and administration of the city budget and ensures the efficient and effective performance of city operations.

In addition to assisting the City Council in translating its vision and goals into action plans, the Interim City Manager works to implement the Council's priorities and directives. The Interim attends all Council meetings, makes reports and recommendations to the Council, and keeps the Council well-informed of matters affecting the City.

Consistent with City Council direction and in cooperation with the Mayor, the Interim encourages regional and intergovernmental cooperation. This person also guides and supports city management regarding cooperative efforts with other government agencies. The Interim City Manager advances community engagement and ensures the City has an effective mechanism for media and public relations.

The Interim City Manager effectively advises city department and division heads on a full range of organizational, management, administrative, budget, and financial policies and related issues. The Interim City Manager directs, supervises, mentors, and evaluates the work performance of department heads and ensures the planning and retention of a diverse and multicultural workforce. Importantly, the Interim City Manager promotes an equitable environment and routinely applies equitable program practices to diverse and complex city services.

The Interim City Manager will serve as Beaverton's first City Manager and will serve in the role for approximately six months to include the recruitment, selection, and early onboarding of a City Manager.

## The Priorities

- Make the necessary time and effort to quickly form excellent working relationships throughout the City, both internally and externally. Be a vocal advocate for all City staff, establish trust, ensure efficiencies, and encourage inter-department collaboration through this time of change.
- Effectively introduce the organization to the council-manager form of government. Educate and empower others to learn new practices and procedures to ensure a smooth transition. Establish clear expectations, provide clarity around roles, and ensure transparent communication throughout the organization.
- As the Budget Officer, collaborate with the Finance Director, Budget Committee, and City Council to begin preparing for the 2021-22 budget. Lead the City Council through the process of setting goals, objectives, and policy statements for the coming fiscal year.
- Prepare for the 2021 Legislative Session. Identify the proper relationships and effectively communicate to ensure an appropriate legislative agenda.
- Collaborate to ensure a successful recruitment for the full-time, long-term City Manager.

## The Successful Candidate

The City of Beaverton seeks a mature Interim City Manager who is energized by the opportunity to lead the City through the early stages of the charter change. The ideal candidate is an emotionally intelligent leader with strong experience in the council-manager form of government. The successful candidate brings proven expertise in change management, drives sound business operations, and ensures exceptional financial management.

The Interim City Manager brings a fresh, yet experienced and measured voice and perspective to the City. The successful candidate is current on social, political, and economic trends affecting local government and leverages that knowledge to benefit the City. The Interim City Manager must portray scrupulous regard for the highest standards of conduct and integrity and maintains objectivity in working with elected officials. The successful candidate has a strong history of developing effective relationships and partners with the Mayor and City Council to provide sound advice and guidance as necessary.

The Interim City Manager leads and empowers staff, promoting a culture that embraces change for the better and encourages and supports innovation and collaboration. A highly effective communicator, the Interim City Manager can sustain strong communication links with staff and the community. The successful candidate routinely promotes team and organization building, goal development, and project follow-through.

An indisputable champion of diversity, equity, and inclusion, the Interim City Manager is a strategic leader and thoughtful manager who values and models diversity of thought and action and does not tolerate inappropriate behaviors, including racist or sexist behaviors. A natural convener and collaborator, the Interim City Manager is a highly visible member of the City and recognizes the importance of relationships and partnerships at all levels. Hearing, balancing, and respecting a variety of views during the decision-making process, while moving forward, will be key.

## Qualifications

A minimum of ten (10) years of experience in government or an organization of comparable complexity and five (5) years of executive leadership experience are required. A proven track record of working effectively with an elected governing body is essential. A bachelor's degree with major course work in public or business administration, public policy, finance, or a related field, or designation as an ICMA-Credentialed Manager is required. A master's degree is highly desirable. The City will consider any combination of education and experience that allows for successful performance in this role.



### Compensation

The hiring range is \$180,000 to \$241,000, depending on qualifications. The City of Beaverton provides a generous benefit package. Learn more about our options and employee-based benefits [here](#).

### How to Apply

- Applications will be accepted electronically by The Novak Consulting Group, now a part of Raftelis, at [thenovakconsultinggroup.com](https://thenovakconsultinggroup.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. Applications will be accepted through **October 15, 2020**. The selected candidate is expected to start on January 1, 2021.



### Questions

For more information or questions regarding the City of Beaverton or the Interim City Manager position, please contact Heather Gantz at [hgantz@thenovakconsultinggroup.com](mailto:hgantz@thenovakconsultinggroup.com).

*The City of Beaverton is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, or source of income in the admission or access to, or employment in, its programs or activities. The City of Beaverton recognizes the significant contributions of veterans in protecting the liberties our citizens enjoy. The City complies with Oregon's Veterans' Preference Law.*