



# Molalla City Council

Meeting located at: Molalla City Hall - 117 N. Molalla Ave., Molalla, OR 97038

**November 6, 2012 at 6:30PM**

**Executive Session:** 6:30 p.m.- Executive sessions are closed to the public. Only representatives of the news media and designated staff shall be allowed in executive session. Door will open to the public after executive session has adjourned.

**Regular Session:** Approximately 7:15PM

\*The City will endeavor to provide a qualified bilingual interpreter, at no cost, if requested at least 48 hours prior to the meeting. To obtain services call the City Manager at 829-6855.

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## **1. CALL TO ORDER**

- A. Roll Call
- B. Flag Salute

## **2. COMMUNICATIONS**

## **3. AWARDS & RECOGNITIONS**

## **4. PUBLIC HEARINGS**

## **5. CONTINUING BUSINESS**

## **6. NEW BUSINESS**

- A. Public Comment on the Employment of an Interim City Manager
- B. Adopt Hiring Standards, Criteria and Policy Directives
- C. Possible appointment of Interim

## **7. ORDINANCES**

## **8. RESOLUTIONS**

## **9. PROCLAMATIONS**

## **10. REPORTS AND ANNOUNCEMENTS**

## **11. EXECUTIVE SESSION**

- A. ORS 192.660 (2)(f) - To consider information or records that are exempt from disclosure by law; including written advice from an attorney.

## **12. AJOURNMENT**

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Public Comment on the Employment of an Interim City Manager

**Staff Recommendation:** Discussion

**Date of Meeting to be Presented:** November 6, 2012

**Fiscal Impact:** N/A

**Background:**

This is an opportunity for the Citizens to offer public comment.

SUBMITTED BY: City Recorder and Chad Jacobs

ADMIN USE ONLY

**Agenda Item**

**6.A**

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Adopt Hiring Standards, Criteria and Policy Directives.

**Staff Recommendation:** Discussion and motion to approve

**Date of Meeting to be Presented:** November 6, 2012

**Fiscal Impact:** N/A

**Background:**

The City Council is beginning their process to find an Interim City Manager. It is recommended by staff and legal that basic hiring standards, criteria and policy directives be adopted by the City Council.

SUBMITTED BY: City Recorder and Chad Jacobs

ADMIN USE ONLY

**Agenda Item**

**6.B**

# Interim City Manager

## Hiring Procedures

City of Molalla  
Molalla, Oregon  
2012

The City of Molalla will use the following hiring procedures to recruit an Interim City Manager:

- Advertise the position with the League of Oregon Cities by 11/7/12
- Closing Date for Applications will be 11/12/12
- Council Interviews of Candidates – 11/13/12-11/17/12
- Council Decision to Hire Interim Manager – 11/13/12-11/21/12
- Interim Manager In Place No Later Than 11/29/12



# Interim City Manager

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*Hiring Standards, Criteria and Policy Directives City of Molalla, Oregon 2012*

## **Education and Experience**

Required Bachelor's degree in public administration, business administration, or related field, prefer Master's degree and at least five years experience as city manager or department head in a similar sized or larger community. Experience must demonstrate knowledge and experience in municipal engineering and public works; grants procurement and administration; economic development strategies and understanding of state laws, including municipal budget processes and contractual matters. Prior experience in the Pacific Northwest is also preferred. Knowledge and demonstrated experience in planning and land use laws desirable.

## **Skills and Past Performance**

### Administrative and Management Ability:

Must have demonstrated performance in personnel relations or matters for an entity having no less than 10 employees. Strong communication skills are a must, including ability to listen, communicate with various segments of the community and to develop good relations with the business community. Person must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the Mayor and Council. Knowledge of organization of municipal departments and demonstrated leadership qualities are essential.

### Budget and Finance:

Should demonstrate prior experience and knowledge of governmental principles, practices and laws in municipal budgets. With the City of Molalla annual budget is over 20 million dollars, it is essential candidate must have knowledge of cost savings measures, be frugal with expenditure of funds. Knowledge of developing funding resources (grant writing) is essential.

### Labor Relations and Personnel:

Must have some knowledge of labor relations laws, with preferred demonstrated ability in collective bargaining processes. Demonstrated experience in the development of employment and union contracts. Strength and experience in personnel management relations is a requirement. Must demonstrate a personality in effective communication of city goals and needs to employees. Demonstrated leadership while encouraging a team-oriented atmosphere that would increase productivity among city employees.

### Community Relations:

Candidate must have demonstrated background of involvement in community activities, with the emphasis to continue to build and strengthen partnerships. Prior demonstration in working with

and understanding the needs of the business community is highly desirable. Candidate should be able to present a confident image of the city to the community, and in addition, provide a positive, productive attitude to the citizens of the community. Expectation is to maintain active and positive relationships within civil, business, county, state, and federal entities.

Council Relations Experience:

Ability and interest in taking time to work with the Council and Mayor of the city to keep them informed and explain technical processes. The candidate should be able to adequately inform the Council and Mayor on a regular basis so there are no surprises. Both written and oral communications is essential. Candidate must be open and honest with the Council and Mayor and be able to present all sides of an issue which affects the city. The individual must be able to carry out the intentions of the Council in a professional and enthusiastic manner.

Intergovernmental Relations:

Must be able to relate and to develop good working relationships with councils of city governments, county governments, schools and state and federal agencies. Candidate should have prior experience and demonstrate working with intergovernmental agencies and dealing with financial projects and grants. Must be able to use resources of other agencies to the community's benefit.

Innovations and major achievements:

Candidate must be able to manage a lean budget. Ability to seek out innovative ways to improve the community, and to be able to execute a change without hesitation for the enhancement of the city. Candidate must be able to set personal and employee goals, be creative and aggressive in seeking solutions to city problems. Individual must be able to seek and receive support and involvement from the Council, employees and community on various topics. Knowledge and ability to develop alternatives in the area of grants, economic development, including tourism development, is desirable.

(Other) City Resources:

Knowledge and experience in land use laws and principles. Familiarity with operation of public utilities and improvements, including water and sewer systems. Ability to deal with maintenance and project funding is desirable. Experience in contracting for services, contract laws and regulations desirable. Experience with urban renewal and economic development programs.

Recruitment ad for LOC newsletter/Oregonian

MOLALLA Interim City Manager. City of Molalla, Pop. 8,100, is seeking an Interim City Manager to serve until the appointment of a new full-time City Manager in the Spring of 2013. Staff of 42, annual budget \$16,000,000. Molalla is located in the Willamette Valley 30 miles southeast of Portland. Position responsible to Mayor and six Councilors. Requires bachelor's degree and five years progressively responsible management experience in city government involving major public works improvements, economic development, budgeting, personnel management, finance and land use planning. Interim may apply for full-time position. Send resume, salary history and references to: Molalla Interim City Manager Recruitment, Attention City Recorder PO Box 248, Molalla, OR 97038. Closing date: November 12, 2012.

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Possible appointments as Interim

**Staff Recommendation:** Discussion

**Date of Meeting to be Presented:** November 6, 2012

**Fiscal Impact:** N/A

**Background:**

Council to discuss possible Interim appointment options.

SUBMITTED BY: Chad Jacobs, City Attorney

ADMIN USE ONLY

**Agenda Item**

**6.C**