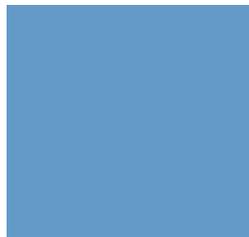
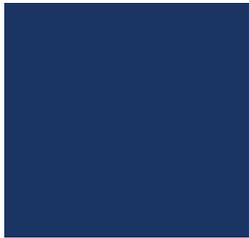


Assistant City Manager





Challenges & Opportunities

With changing demographics and city-wide growth, Tigard faces a variety of challenges and opportunities. For example:

- Key strategic plan initiatives for 2019 include diversity, equity and inclusion and volunteerism.
- Tigard will also refresh its strategic goal to “fund the vision while maintaining day-to-day city services” aimed at enhancing the long-term sustainability of the general fund.
- The City Council is committed to ensuring city operations are efficient and meeting the needs of the community. In response, city staff is increasing its use of data, embracing Lean principles, and completing performance audits.



Tigard Key Facts

Tigard is looking for an Assistant City Manager with a passion for delivering high quality services, strengthening community connections and leading by example. The Assistant City Manager will engage stakeholders, manage strategic relationships, lead teams and provide direction in coordination with the City Manager and Tigard City Council.

- Tigard, Oregon (population 52,780) blends the amenities of a modern city with the friendliness of a small town.
- With a diverse economy, strong schools, and community connections, Tigard is one of the most livable cities in Oregon.
- Well-known for over 540 acres of parks, greenways and open spaces.
- Governed by a city charter and a five-member City Council. Tigard operates under the Mayor-Council form of government, with a City Manager who acts as the executive officer of the city, serving at the pleasure of the Council.
- 300+ employees and an adopted FY 2018-19 budget of \$225 million which includes a \$46 million General Fund (operating)

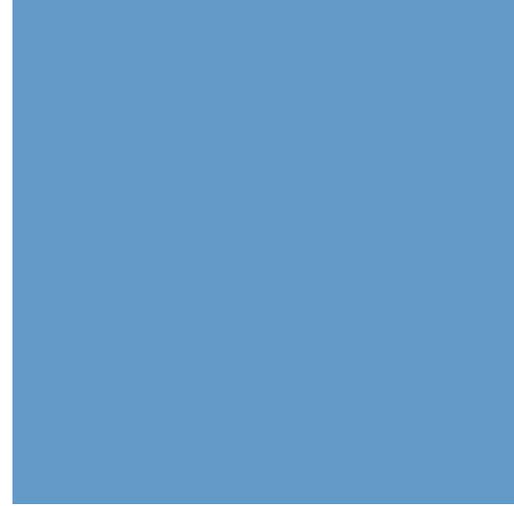
The Position

Key strategic and executive leadership responsibilities are:

- Serving as primary advisor to the City Manager in the implementation of Council goals.
- Participating as a member of the leadership team.
- Contributing to policy and program development and strategic direction.
- Working with Mayor and City Councilors on implementation of Council goals.

- Serving as acting City Manager as needed.
 - Leading designated departments which will be determined by the successful candidate’s input, background, and experience.
 - Consulting with department directors to review projects, resolve issues, and monitor performance.
 - Embracing the use of data in the decision-making process.
 - Establishing a culture of effective communication throughout the organization.
 - Proposing recommendations to the City Manager and City Council.
 - Fostering a cohesive team approach by encouraging high performance and accountability.
 - Responding to a wide range of community inquiries and concerns.
-





The Ideal Candidate

Key strengths for this position are:

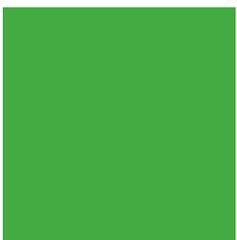
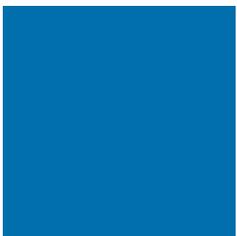
- Outstanding management and communication skills coupled with an approachable and participatory style.
- Experience in municipal management, policy analysis and program development.
- Enthusiasm for leading current and future City initiatives.
- Effectively advocate for continuous improvement of service quality.
- Function collaboratively with the leadership team.
- Fosters trust, loyalty, and respect among leadership team members and city staff.
- A strong work ethic to get the job done and adapt to ongoing change.
- Ability to prioritize goals by establishing rapport and credibility with decision-makers.

- Efficiently use the city's scarce resources to manage services.
- Facilitate high-level discussions and negotiate consensus.
- Experience with voter-approved funding measures.

Qualifications

A typical way to obtain the required qualifications would be:

- Five (5) years of increasingly responsible experience as a manager for a public agency (preferably for city and/or county government) at least two years of which should include full supervisory duties of other management staff; and
 - A bachelor's degree in public policy, public administration, or related field.
 - A master's degree is strongly preferred.
-



Welcome...

At the City of Tigard, we honor our employees' diversity and the diversity of the community we serve by:

- *Welcoming and including all,*
- *Fostering an atmosphere of dignity and respect,*
- *Encouraging new ideas and perspectives in a safe environment, and*
- *Working with diverse communities to design, deliver, and evaluate services.*

We are creating an inclusive and respectful organizational culture that appreciates and supports individual differences.

We think Tigard is a place worth coming to and we hope you will agree it is the start of your next great adventure.

Working in Tigard

Our staff believes time outside the office is just as important as time spent in the office. With ten paid holidays, flexible work schedules, generous paid leave programs, and a 40 hours-is-enough mantra – city employees are encouraged to embrace a healthy work/life balance.



City of Tigard

If you have any questions, please do not hesitate to call.

Marty Wine
503.718.2486

Brandi Leos
503.718.2407

Compensation & Benefits

The annual salary range for the Assistant City Manager is \$105,576 – \$141,468 and is dependent upon qualifications and experience. The city also provides an excellent benefits package including:

Retirement:

The city contributes 11% to a 401(a) retirement plan.

Deferred Compensation:

The city matches employees' deferred comp contributions up to 3% of salary.

Health & Dental Insurance:

Plans available for employee and dependents through Regence and Kaiser. The City will pay 90% of the monthly cost of insurance.

Other Benefits Include:

Life insurance, long-term disability, voluntary employee benefits account (VEBA), Trimet universal transit pass, and vehicle and cell phone privileges. In addition, the city offers a generous leave package including paid time off, long-term sick leave and management leave along with an employee wellness program.

To Apply:

Submit a cover letter and resume through the online application process.

Filing Deadline:

Sunday, January 13, 2019 at 11:59 p.m.

Resumes will be screened according to the listed qualifications. Initial phone interviews will be held January 22-24, 2019. Selected candidates will participate in a panel interview, presentation to city staff and a meeting with the City Manager during the week of February 4, 2019.

Finalists will be asked to provide references. References will be contacted only after candidate approval. For veterans' preference, candidates must submit a valid DD214 with their application materials.