

Agenda
Shady Cove Special City Council Meeting
Shady Cove Library and Zoom
Wednesday, December 13, 2023
2:30 PM

<https://us02web.zoom.us/j/89699609292?pwd=QU9WQUIZdDNBWWhvTWIXMIZrQldCZz09>

Meeting ID: 896 9960 9292

Passcode: 164241

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+12532158782,,89699609292#,,,,*164241# US (Tacoma)

I. Call to Order

A. Roll Call

B. Announcements by Presiding Officer

1. This meeting is being digitally recorded.
2. This is a Special Meeting of the City Council. An Executive Session will follow this meeting.

II. Public Comment on Agenda Items

III. New Business

A. City Administrator Profile, Job Description, and Attributes (pgs.2-10)

B. Resolution 23-07, A Resolution of the City of Shady Cove Adopting Regular Hiring Procedures, Hiring Standards, and Declaring an Upcoming Vacancy for the Position of City Administrator (pg.11)

Adjournment

CITY ADMINISTRATOR

CITY OF SHADY COVE, OREGON



Why Apply?

This is a unique opportunity for a hands-on City Administrator to lead a friendly and active community in beautiful Southern Oregon on the upper Rogue River. Shady Cove has the ideal mix of classic rural, small-town atmosphere with close proximity to larger urban areas. There is community momentum for forward-thinking and new possibilities for Shady Cove. If you are looking for a supportive community with a great quality of life, a stable local government, and a City with solid financial reserves, this could be the right opportunity.



Welcome to SHADY COVE



Located 20 miles north of Medford on State Highway 62, Shady Cove is a picturesque community of 3,116 tucked alongside the mighty Rogue River in southern Oregon. Shady Cove is known for its rural atmosphere, small-town charm, friendly people, and stunning access to the majestic Rogue River and mountainous valley.

Originally a ferry crossing between Jacksonville and the gold fields of the John Day area, the City takes its name from a "shady cove" where travelers camped along the river. Today Shady Cove is known as "The Jewel of the Upper Rogue" and a premier destination for record breaking salmon and steelhead fishing as well as river rafting.

Located on the Rogue Umpqua National Scenic Byway, Shady Cove is the nearest full-service community off I-5 to Oregon's only national park, Crater Lake National Park—less than an hour's drive north. The town serves as a hub for outdoor recreation, offering fishing guides and outfitters, diners and country stores, and the popular Phil's Frosty.

Shady Cove is one of the many communities that comprise the scenic Rogue Valley. The region has four distinct but mild seasons, friendly communities with historic downtowns, and is a major destination for white-water rafting, road cycling, mountain biking, rock climbing, skiing, and hiking. With over 180 vineyards in the region, the Rogue Valley is also the heart of Oregon's wine country. Residents and visitors alike appreciate the valley's relaxed lifestyle, 200 days of sunshine each year, and Oregon's lack of state sales tax.

Halfway up the U.S. west coast, the Rogue Valley is ideally located for trips north to Portland, Seattle, and Canada — or south to San Francisco and Los Angeles. The Rogue Valley International-Medford Airport serves the area 20 miles away.



THE CITY OF SHADY COVE

Incorporated in 1972, the City of Shady Cove is governed by a mayor and four councilors nominated and elected from the city at large. The mayor serves a two-year term and councilors serve a four-year term. The City operates with an annual budget of \$5.9 million and a team of 5 full-time staff members. All staff report to the City Administrator and are members of Teamsters Local #223: Finance Technician, Planning Technician, Public Works Maintenance II, and Administrative Assistant.

The City contracts with Jackson County for law enforcement, Jackson County Fire District #4 for fire protection, and Rogue Valley Sewer Service (RVSS) for sewer service. City staff works with Jackson County to provide street maintenance and with RVSS for storm sewer maintenance. Planning and zoning is conducted by staff.



FULL-TIME EMPLOYEES
5

2023 BUDGET
\$5.9 million

AREA
2 square miles

POPULATION
3,116

THE CITY ADMINISTRATOR

The City Administrator serves as administrative leader of City government and reports directly to the Mayor and is responsible to the full Council. The City Administrator provides oversight and ensures coordination between all City operations. Responsibilities include the development and control of annual budget and financial reporting, personnel recruitment & retention, purchasing, community and intergovernmental relations, including intergovernmental agreements and outsourced contracts and services.

View job description [here](#)





THE IDEAL CANDIDATE

- Displays honesty, transparency, and integrity that are above reproach. Follows through with promises to community members and groups.
- A strategic planner who will help guide and support the Mayor and Council to position the City to realize its potential through a mix of short-term and long-term goals.
- Able to think outside-the-box to deliver the best services available within the City's budget.
- Engages with and supports the Mayor, Council, commissions, committees, and citizen volunteers. Must be in tune with the community and its needs, establishing positive working relationships and integrating themselves into the community network.
- A solid collaborator, convener, and a diplomat who is personable, approachable, and able to work with a broad range of people as well as community and regional organizations. Must possess a positive outlook, be upbeat, and have the energy to work on and achieve agreed-upon goals.
- A well-rounded knowledge of all aspects of city operations and is willing to be a "jack of all trades" to get things done. Is well-organized, follows-through, and effectively delegates appropriately.
- Excellent communication skills, both verbal and written. A good working knowledge of the technology needed to keep citizens informed, as well as the ability to communicate clearly and effectively to all audiences.
- Good administrative skills, can earn the respect of City staff, manages with empathy and understanding, and prioritizes staff's personal and professional growth.
- The knowledge and skills to manage all HR responsibilities; and demonstrated skills and effectiveness in working with contract agencies.
- Strong working knowledge and skills in budget development, accounting, and finance. This includes the preparation, presentation, review, approval, adoption, and administration of the City budget in compliance with state law.
- Ability to prepare timely, complete, and accurate financial information to regularly present to the Mayor, City Council, and citizens with detailed and informed explanations.



OPPORTUNITIES & CHALLENGES

1) The Council has prioritized municipal water as a vital, long-term goal. There is a need to create and develop the master plan and take the difficult first step to bring a municipal water system to Shady Cove.

2) There is a strong need to develop relationships, build partnerships, and to create a cohesive community vision with Shady Cove's various commissions, community center, public library, school district, nonprofit agencies, and other community organizations.

3) Grants play a significant role in the City's ability to maintain itself and provide quality of life for its citizens. The City has secured multiple grants and applied for additional grants that will be the responsibility of the City Administrator to oversee. The new Administrator will also guide the development and execution of the City's plan to use American Rescue Plan Act award funds.

4) As it is for many employers, maintaining a stable workforce has been a challenge. The City Administrator must use their leadership, creativity, and strategic strengths to address and fill vacancies.

5) The City's property tax base is a fixed rate established decades ago, requiring the City to impose fees to maintain existing services. The City Administrator will need to work with the Mayor and Council to communicate the need for restructuring the property tax base through a citizen vote, as well as embracing and endorsing a long-term strategy to accomplish that goal.

6) The City is currently behind in its annual financial audits. The City Administrator will need to spearhead efforts to work with the auditing firm and staff to bring the City current.

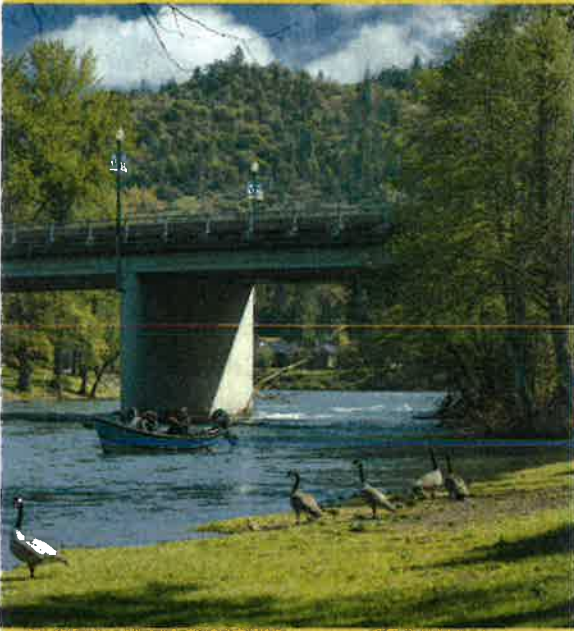


EDUCATION & EXPERIENCE

Bachelor's degree in public/business administration, civil engineering, or related degree from an accredited college or university preferred; and at least four years of progressively responsible experience in local government.

Progressive management responsibilities would ideally include positions such as city administrator or manager, assistant administrator or manager, finance director, city engineer or other equivalent department head.

Or a satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the job duties.



COMPENSATION & BENEFITS

The City of Shady Cove is offering an annual salary range of \$115,000 - \$135,000 for this position, dependent upon experience and qualifications.

- Medical, dental, and vision insurance
- Life and AD&D insurance
- Vacation and sick leave
- 12 holidays, plus 1 floating
- Oregon PERS retirement program
- Education incentive pay & longevity pay
- Flexible schedule



RESOURCES

[2023-2024 City Budget](#)

[2016 Comprehensive Plan](#)



TO APPLY

Apply Online: gmphr.com

First Review: November 19, 2023

More Info: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097



JOB DESCRIPTION

| | | | |
|----------------------|----------------------------|------------------|-----------|
| ORGANIZATION: | City of Shady Cove, Oregon | LOCATION: | City Hall |
| DEPARTMENT: | Administration | DATE: | 09-19-23 |
| JOB TITLE: | City Administrator | FLSA: | Exempt |

EDUCATION

Bachelor's degree in public/business administration, civil engineering or related degree from an accredited college or university preferred. Satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the job duties.

EXPERIENCE

The position requires at least four years of progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as city administrator or manager, assistant administrator or manager, finance director, City engineer or other equivalent department head.

PURPOSE OF POSITION

Serve as administrative leader of City government. Provide oversight and ensure coordination between all City operations. Responsible for development and control of annual budget and financial reporting, personnel recruitment & retention, purchasing, community and intergovernmental relations, including intergovernmental agreements and outsourced contracts and services.

ESSENTIAL JOB FUNCTIONS

Mayor and Council, Commissions and Committees. Provide support to the Mayor and Council, commissions and committees for all meetings; provide reports and information about City operations; assist in establishing goals, objectives and policies of the City; coordinate City resources to implement and enforce goals, objectives and policies. Communicate accurately, effectively, and honestly with Council, citizens, staff and intergovernmental/business partners.

Administrative/Management abilities. Establish and maintain a positive and cooperative working relationship with citizens, City officials, employees and volunteers. Effectively manage and organize projects while providing effective delegation and supervision to make sure budgets and timelines are met. Review and implement changes to improve operational economy and efficiency.

Effectively manage and oversee all City operations, including budgeting and finance, planning and land use, public safety, emergency management, public works, personnel, and all other departments/services. Acts as the city's business agent in the sale of real property and other matters related to city contracts, permits, franchise agreements and leases.

Budget/Finance. Responsible for preparation of City budget and coordination of the budgeting process including timely preparation of budget, presentation to the City Budget Committee, public hearings and review, City Council approval and adoption. Administer City budget in accordance with state law.

Prepare timely, complete, and accurate financial information and regularly present to Mayor and Council a comparison of budget to actuals, providing detailed explanations of significant discrepancies. Directs functions in all areas of accounting and finance, including receipts, disbursements, audits, contracts, special assessments, debt management as well as grant application and administration.

City Recorder. Duties include organization, compilation, and processing of council agendas. Draft resolutions, ordinances, minutes, proclamations, and reports for Council, ensuring notice and legal posting requirements are met. Attends regular and special meetings of the council, citizens advisory committees, budget committee and other ad hoc committees as directed. Ensure permanent records are maintained, including long term records management system. Direct the maintenance of real property deeds and easements. Perform election officer duties, including conduct and oversight of activities related to municipal elections.

Personnel/Human Resources. Exercises control and general supervision over all city employees. Applies principles of personnel management, team development and assigning/supervising work. Applies state and federal employment laws as well as the collective bargaining agreement. Participates in labor contract negotiations with Council direction. Manages union-related activities including communication on issues subject to the Agreement. Develop and maintain employee personnel records and procedures. Appoint, discipline, and remove employees.

Risk Management. Maintain insurance records including workers' compensation, liability, auto, and property insurance. Communicate with City's agents of record and insurance companies regarding processing and disposition of claims.

Ensure compliance with OR OSHA, implementing best practices for workplace safety. Safeguard city resources from unnecessary risks. Ensure safe work habits are followed. Assure regular safety meetings and ongoing safety programs are implemented and maintained.

Function as Emergency Management Incident Commander and serves as liaison with County, State and Federal emergency management. Advises Emergency Management Commission. Assure compliance with all FEMA rules and regulations. Responds to local city emergencies (ie., flooding) within 30 minutes.

Community relations. Assist citizens seeking information or making a complaint with focus on amicable and equitable resolutions for all. Be open and attentive to citizens with a commitment to follow-through on solutions. Exercise the highest degree of tact, patience, and professional courtesy in contacts with the public, personnel and all elected/appointed officials to maintain the highest possible standard of public service. Maintain a positive working relationship with city staff, elected/appointed officials, volunteers, other organizations, and citizens.

Represent the City in intergovernmental and public relations activities. Work with representatives from diverse public and private agencies and entities to problem solve, negotiate agreements and/or contracts and disposition of complaints and related matters.

Other duties as assigned.

SUPERVISION

The administrator reports directly to the Mayor and is responsible to the full Council. Responsible for hiring, training, supervision, retention, dismissal, and record retention of staff as well as administration of personnel policies and procedures, including the Oregon Teamsters Employment Trust Union Agreement. Ensure that personnel are properly assigned and trained; delegate when appropriate to optimize available skills and abilities.

SKILLS/ABILITIES

- Excellent verbal and written communication, including excellent public speaking skills.
- Proficient use of computer including email, Word, Excel, PowerPoint, Facebook, and web applications.
- Skill in delegating, team building, and employee engagement.
- Ability to establish and maintain effective working relationships with diverse groups.
- Knowledge of
 - o Principles and practices of public budgeting, finance as well as knowledge of federal, state, and local laws, regulations and ordinances governing Oregon municipalities.
 - o Oregon labor laws and working knowledge of mediation techniques.
 - o Municipal government organization, powers, functions, and relationships with other governmental jurisdictions.
 - o Legal requirements and procedures for conducting elections.
 - o Marketing, promotion, and tourism.
 - o Oregon land use laws.
- Ability to manage multiple, diverse projects simultaneously.
- FEMA incident command certifications and training.
- Ability to act independently, initiate problem-solving and respond to difficult questions or criticism using active listening.
- Ability to perform duties of the position: the administrator is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, operate routine office equipment and operate a motor vehicle.
- Obtain and maintain a valid Oregon driver's license upon hire with a 30-minute emergency response requirement.

Other. The administrator will serve without regard to political considerations. Administrator not required to reside within city limits. The administrator shall furnish a bond in an amount and a surety approved by the Council. The City shall pay the bond premium.

Working conditions. Duties occur both inside and outside of buildings with exposure to all types of weather conditions. The position is exempt from FLSA and subject to emergency on-call response after normal business hours. The Administrator is required to be in the office full-time.

City of Shady Cove

Resolution No. 23-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON, ADOPTING REGULAR HIRING PROCEDURES, HIRING STANDARDS, AND DECLARING AN UPCOMING VACANCY for the POSITION OF CITY ADMINISTRATOR

WHEREAS, the current City Administrator for the City of Shady Cove has given notice of retirement; and

WHEREAS, the City Council of the City of Shady Cove desires to conduct the City Administrator hiring process pursuant to ORS 192.660(2)(a); and

WHEREAS, a job description, hiring standards, and criteria are required for that process;

NOW, THEREFORE, the Mayor and Council of the City of Shady Cove do hereby adopt by Resolution the following attachments:

- A) The Job Description and Profile for the position of City Administrator
- B) The Hiring Standards and Criteria for the hiring of a new City Administrator

Adopted by the City Council of the City of Shady Cove this 13th day of December, 2023.

Approved:

Attest:

 Jon Ball
 Mayor

 Thomas J. Corrigan
 City Administrator

Council Vote:

Mayor Ball _____
 Councilor Nuckles _____
 Councilor Mitchell _____
 Councilor Hubbard _____
 Councilor Winfrey _____