



**RESOLUTION**  
**(60 - 2015)**

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING THE  
STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN HIRING A  
CITY ADMINISTRATOR**

**WHEREAS**, the Fairview City Council held a workshop on October 7, 2015 to develop the position profile for the recruitment of the City Administrator; and

**WHEREAS**, the purpose of the position profile is to outline the criteria that will be used in reviewing City Administrator candidates in addition to the desired knowledge, skills, and abilities being sought.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS FOLLOWS:**

**Section 1**      The Fairview City Council hereby adopts the Position Profile for the City Administrator attached hereto as Exhibit A.

**Section 2**      This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 21st day of October, 2015.

\_\_\_\_\_  
Mayor, City of Fairview  
Ted Tosterud

ATTEST

\_\_\_\_\_  
City Recorder, City of Fairview  
Devree Leymaster

10-27-15

\_\_\_\_\_  
Date

## **POSITION PROFILE**

**City of Fairview, Oregon**

**City Administrator**

**\$100,000 - \$125,000 DOQ**

*(plus excellent benefits)*

**Closing Date:**

**November 6, 2015**

## **THE CITY**

The City of Fairview has a population of 8,980, encompasses 3.1 square miles and is 15 miles to the northeast of the City of Portland. The City Administrator is appointed by and serves at the pleasure of the Mayor and six-member City Council who are elected from the city at large. Fairview is a full-service city. Service areas include: Police, Planning, Public Works, Utilities, Economic Development, Finance, Administration, Recorder, Municipal Court, Economic Development, Parks and Recreation, and Building Services. Through Public Works, the city operates water, wastewater and storm water utilities, streets, economic development, land use, building and parks. Fire and emergency services are provided through an intergovernmental agreement with the City of Gresham, a neighboring city. The 2015-16 budget for all funds is \$18.5 million with \$3.1 million in capital outlay and there are 38 full time employees and three seasonal or part-time employees.

## **THE POSITION**

The City Administrator serves as the appointed administrative officer, responsible to the mayor and council for all city functions and shall perform the day-to-day management responsibilities. This position manages the administration, finances and direction of City operations. It is one of three positions reporting directly to the elected City Council, along with the City Attorney (contracted) and Municipal Judge; and all other department heads report to the City Administrator.

Duties and responsibilities for the position are outlined in the City Code, Chapter 2. Examples include, but are not limited to:

- Development and control of the annual budget within guidelines defined by Oregon Budget Law
- Personnel administration, hiring and firing
- Community and intergovernmental relations
- Supervision of the city's department heads and other such departmental arrangements adopted by the City Council
- Act as the personnel officer, budget officer and purchasing agent for the city; these duties may be delegated but the Administrator remains responsible for the overall functions
- Confer with City department heads and others on varied operating and administrative issues and give general direction to, and review the services rendered by, City departments in light of City Council Goals
- Attend City Council regular and special meetings to present reports and decision options to the Council on issues of concern to the City
- Serve as professional advisor to the Council in its deliberations on policy and legislative issues
- Review departmental plans, programs and procedures to assure quality services are rendered by the City within policies set by the Council

## **CHALLENGES AND OPPORTUNITIES**

### **Consideration of Joint Service Delivery**

The City of Fairview provides building and fire services through existing intergovernmental agreements. The Council is interested in continuing to explore options for shared services with neighboring local governments. The services that will likely be considered for realignment or new intergovernmental agreement opportunities in the near future will be Police and Fire services. These service review processes will be challenging but may provide new opportunities for shared resources in the rural area of eastern Multnomah County.

### **Economic Development**

Development in Fairview is on an upward trend. The City is reaching its capacity for expansion and much of the new development will need to be addressed through infill within the City or redevelopment of underdeveloped properties.

### **Levee System**

The communities in eastern Multnomah County, along the Columbia River will need to enter into a joint project to evaluate and recertify the levee system that serves the area. If deficiencies are identified, the communities in the area will need to work to identify funding for costly repairs.

### **Other Emerging Issues**

Other challenges and opportunities the next Administrator will need to work on include addressing the following: continuing the update of the City's master planning documents; maintaining a close relationship with the neighboring communities of Troutdale, Wood Village and Gresham; refining city policies and processes; development of a corridor through the City along Halsey Avenue; consideration of business incentives; and reviewing the development of a possible parks district in the region.

## **IDEAL CANDIDATE**

Applicants are required to have a Bachelor's degree in Public/Business Administration or related field; a Master's in Public Administration or related field is preferred. A minimum of three years in public management is required, with at least two years in a supervisory capacity. Oregon experience is a plus but not required. Any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

The Council is looking for a competent Administrator with a proven track record of effective management in a public or private setting; at the manager/administrator, assistant manager, or department head level or equivalent. The ideal candidate will have successful experience managing and administering an organization, or department within an organization, that included supervision of employees, management of projects and programs, work with boards and commissions, working on intergovernmental projects and agreements, and serving the public. The Administrator should be energetic and willing to take on new projects as opportunities arise. The Council supports ongoing professional development and involvement in professional organizations.

It is important for the City Administrator to work well with the City Council. The successful candidate will understand the respective roles and responsibilities of the Council and the Administrator, and will be able to assist councilors and staff in understanding their roles. The Administrator must work closely with the City Council to assist in team building and reaching consensus. The Administrator should have the ability to build an atmosphere of trust, mutual respect and cooperation with the Council, department heads and staff. The Council wants to work with an Administrator who operates in a transparent environment and provides all relevant information to the Council, including options and professional opinions, to assist the Council in making informed policy and legislative decisions.

The successful candidate will have excellent social and communication skills. The Council is looking for someone who is both approachable and professional. The candidate must be open-minded and have the ability to build trust and establish rapport with the City Council, employees, citizens, regional stakeholders, other government entities, and city committee and commission members. This will require the ability to communicate effectively with different groups on a variety of issues, in writing and verbally. A customer service focus is important to the City Council.

Fairview is a full service city. The Council will be looking for someone with knowledge in the areas of:

- Budget and Finance
- Economic Development
- Public Safety
- Water, Sewer and Storm Water Utilities
- Planning and Land Use
- Transportation and Streets
- Parks and Recreation
- Intergovernmental Relations
- Contract Management
- Public Purchasing
- Human Resource and Risk Management