



## ASSISTANT TO THE CITY MANAGER

SALARY: \$77,270 - \$97,932 DOQ + EXCELLENT BENEFITS

*The City of Tualatin, Oregon*, is offering an excellent career opportunity for an individual desiring to progress in their city management career and to make a lasting impact on the Tualatin community as the Assistant to the City Manager.

### *The Community*

The City of Tualatin, population 27,000, is a dynamic, vibrant community ideally located just 12 miles south of Portland and 30 miles north of Salem, the state capital. Situated at the intersection of Interstate highways 5 and 205, Tualatin is a short distance to adventure: skiing, snowboarding, and sledding on majestic Mt. Hood in the Cascade Mountain Range; family-friendly summer water activities on the central Oregon Coast; national-level wind-surfing or parasailing on the mighty Columbia River, while enjoying the striking natural beauty of Multnomah Falls in the Columbia Gorge National Recreation Area.

Tualatin's population is well-educated, diverse, and involved in community and school activities. There are excellent educational opportunities available to residents through the Tigard-Tualatin School District and numerous colleges and universities within easy commuting distance. Residents take great pride in and appreciate the amenities such as award-winning parks, unique shopping and dining establishments and a low tax rate.

The city features a balance of high-quality residential areas, along with multiple commercial and industrial zones. Tualatin is a mid-sized city with a big city attitude and spirit. Tualatin is a welcoming community, known to be one of Oregon's most safe and livable cities. The center of downtown is anchored by a public/private plaza project, Tualatin Commons, which consists of mixed-use buildings surrounding a three-acre public lake.





Seven Citizen Involvement Organizations (6 residential and 1 commercial) represent all residents and businesses and serve as mechanisms for two-way communication with the City. Tualatin has an active social media presence, seeking to increase engagement and participation.



## *The City of Tualatin Government*

The City of Tualatin is organized under the Council/Manager form of government, with the City Manager serving as the administrative head of the organization. The current City Manager has served since December 2006 and is only the organization's fourth City Manager. The City has a history of progressive leadership with stable and civil governing bodies, and a commitment to improving the quality of life through well-managed, responsive city services, and a record of fiscal prudence.

The organization is made up of 20 divisions within eight departments responsible for all services except fire, which is provided through a special district, Tualatin Valley Fire & Rescue. The total fiscal year 2019-2020 adopted budget is just over \$130 million.

The City Manager's Office is comprised of the City Manager, the Assistant to the City Manager, the Deputy City Recorder, the Community Engagement Coordinator, and an Office Coordinator. The Office is responsible for working with the City Council, the City's communication efforts, the community involvement and engagement efforts, citywide records management, and special projects.





## *The Assistant to the City Manager*

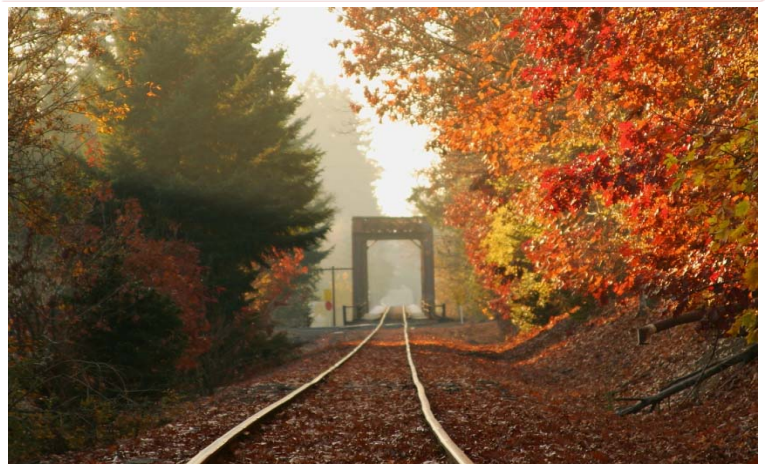
Under the supervision of the City Manager, this position performs a variety of tasks related to the facilitation of operational effectiveness of the City Manager's Office and the organization.

The Assistant to the City Manager is responsible for oversight of the City Manager's Office and the City's communications program, including production of the monthly Tualatin Today newsletter, the City's social media presence, as well as the website. Oversight of and direct involvement with the City's extensive public involvement program is a key component of the duties.

The Assistant to the City Manager coordinates with the organization on issues that need the City Manager's Office involvement; is the point of contact for various contracts that are being managed out of the Office; coordinates closely and provides support to the Citizen Involvement Organizations; responds to, or coordinates responses to complaints and service requests; facilitates various internal and community meetings and groups; oversees the budget for the City Manager's Office and City Council; and provides support to the Mayor and City Councilors as needed. This person will also be involved in a number of special projects.

## **Make an Impact**

- Create the positive face and image of Tualatin through social media, the website, the monthly newsletter and other forums.
- Support the Mayor and City Council as they make policy decisions and engage with the community. Ensure the community and the organization are involved with implementing the City Council Goals and Vision.
- Provide responsive, accurate, and understandable information to the community.
- Be the liaison between community members and City Hall; facilitating positive two-way relations.
- Promote Tualatin as a great place to live, work, play, and visit.
- Support the career development of the City Manager's Office staff.





## *The Ideal Candidate*

The ideal candidate is interested in a career in local government and sees this opportunity as the next step in their career progression. The Assistant to the City Manager is an excellent project manager, who appreciates the value of being organized and efficient. The successful candidate is solution-oriented, a problem solver, and is an excellent communicator both verbally and in writing. A dynamic and engaging individual, the ideal candidate is a relationship builder that successfully develops collaborative partnerships and promotes the values of diversity, equity, and inclusion. Additionally, the Assistant to the City Manager is politically savvy and helps others work through complex issues.

The successful candidate demonstrates initiative and strategic thinking; does not wait to be told what needs to be done, but identifies opportunities and moves to action. The ideal candidate recognizes and demonstrates a balance between being energetic and providing calm, steady leadership, knowing that not every issue necessitates an emergency response. The Assistant to the City Manager is comfortable with technology, understanding not only how to navigate through the variety of office technologies, but also how to navigate through the ever-changing world of social media today. The ideal candidate recognizes the benefits of using different mediums to communicate with a variety of audiences and can market adeptly to all, utilizing the most effective technological tools.

The Assistant to the City Manager is a hard worker, willing to roll up their sleeves until the job is done, even if it's not glamorous. The ideal candidate has excellent interpersonal skills; demonstrating the ability to work successfully with elected officials, residents, businesses and other city staff, even under challenging circumstances. Intuitive with a high level of emotional intelligence, the ideal candidate demonstrates excellent judgment, is innovative, a resourceful problem-solver and a consensus builder.



## *Minimum Qualifications*

A minimum of four years demonstrated progressively responsible experience in local government, communications, public involvement, public policy, project management, budget or closely related experience. A Bachelor's degree in Public Administration, Public Policy, or a related field from an accredited college or university; Master's degree preferred.



## *Compensation and Benefits*

**Salary:** This full-time position has an annual salary range of \$77,270 - \$97,932. Final compensation package is dependent upon qualifications.

**Retirement:** The City is a member of the Oregon Public Employees Retirement System. The City contributes the employee's portion (6%) to the system.

**Deferred Compensation and Flexible Spending Accounts:** The City offers a voluntary deferred compensation program through Voya. The City also provides a 401(a) account into which an annual contribution is made of 1% of the employee's base salary. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.

**Insurances:** The City provides life insurance, accidental death and disability, and long term disability as well as offers comprehensive health plan options which require an employee co-pay. The city covers 90% of the insurance premium.

**Leave:** Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are eleven annual paid holidays, two floating holidays, and 40 hours of administrative leave annually.

**Miscellaneous:** A city vehicle is available for city business during regular workdays. This position is non-represented Exempt Management. This position is also eligible for a cell phone stipend.

## *How to Apply*

The City of Tualatin is an equal opportunity employer and is dedicated to a policy of non-discrimination. All qualified applicants are encouraged to apply as soon as possible and no later than September 2, 2019. Apply online at <http://agency.governmentjobs.com/tualatinor/default.cfm>.

If you need accommodation in the recruitment process, please contact Human Resources at 503.691.3022, TDD 503.692.0574, or email to [recruitment@tualatin.gov](mailto:recruitment@tualatin.gov)