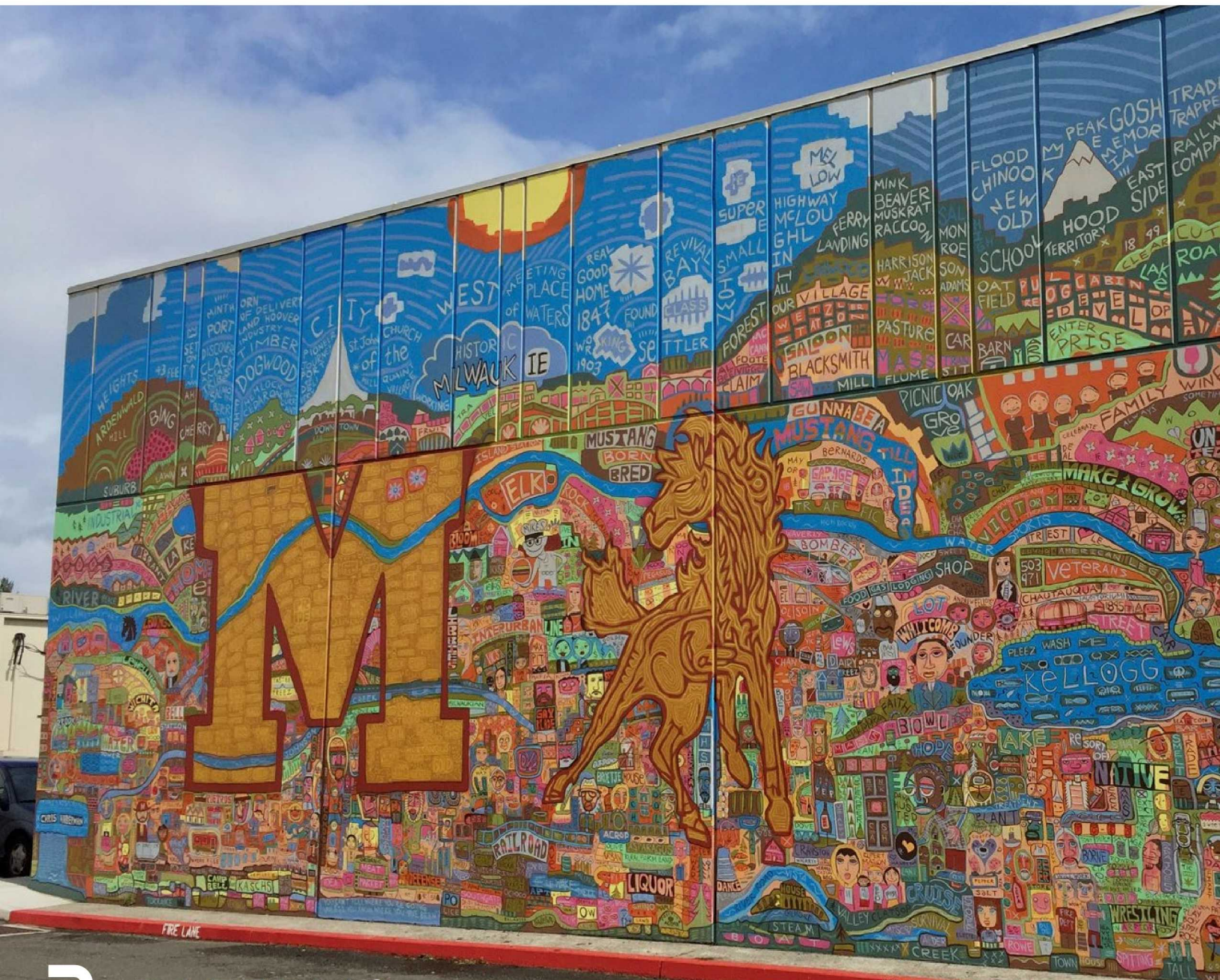




CITY OF MILWAUKIE

City Manager





The Position

The City Manager serves as the Chief Executive Officer and plays a pivotal role in ensuring effective and efficient administration across all City operations. The City Manager assumes management responsibility, leadership, and accountability for a diverse portfolio of services, including Community Development, Engineering, Planning, Building, Public Works, Sewer, Storm, Water, Streets, Fleet and Facilities, Police, Library, Community Services, Information Technology, Records and Information Management, Finance, and Human Resources.

Reporting to the City Council, the City Manager provides direct support, advice, and assistance to the Mayor and City Council on a wide variety of issues. This position directs the development and implementation of the City's goals, objectives, policies, and priorities and conducts special projects as directed by the City Council. The City Manager also outlines speeches, guides the setting of Council meeting agendas, and writes and edits agenda items and Council memorandums addressed to the Council. The City Manager routinely reviews local, state, and federal legislation to determine the impact on administrative plans, policies, and strategies and prepares and coordinates responses and recommendations as appropriate.

Working closely with the City Council and Budget Committee, the City Manager is responsible for developing and administering the City's biennial budget. Aligning with the City's budget and policies, this position establishes appropriate service levels, and monitors and evaluates the efficiency and effectiveness of service delivery methods. The City Manager effectively collaborates with the Assistant City Manager and department leadership to translate the Council's vision and goals into actionable plans and allocates resources to support the effective delivery of City services.

The City Manager maintains positive public relations, engages with the community, and effectively represents Milwaukie to outside agencies. This position also represents the City and its interests through regional committees and taskforces, and community involvement groups. The City Manager is responsive to customer needs and works collaboratively to resolve inquiries, complaints, emergencies, or problems affecting the availability or quality of services.

The Priorities

- Build strong, positive relationships with the City Council. Continue to guide the Council in establishing annual goals and priorities and promote inclusionary decision-making based on a foundation of trust and mutual respect.
- Provide human-centered leadership throughout the City, fostering a welcoming and collaborative team environment. Build trust and empower employees to bring fresh ideas, develop innovative strategies, and provide creative solutions to meet the growing needs of the community.
- Continue to drive financial stability. Develop sustainable budgets, maintain fiscal accountability, collaborate to identify new sources of revenue, and plan for the long term. Work to understand and communicate the financial impacts of Council decisions.
- Partner with City Council and Team Milwaukie to embed equity and climate principles into day-to-day operations. Develop a plan to transition from specific goals to institutionalizing and purposefully weaving sustainable and equitable practices into everything Milwaukie does to ensure the City is resilient and entirely equitable.
- Collaborate with staff and key partners to continue advancing the [Kellogg Creek Restoration and Community Enhancement Project](#). Realize the project benefits of restoring habitat, creating fish passage, strengthening community, and updating infrastructure.
- Support the City Council in realizing their goal of [Improving Milwaukie's Parks System and Services](#). Successfully guide the Council through the complexities and decision-making as they explore withdrawing from the North Clackamas Parks & Recreation District.
- Further prioritize infrastructure projects, including roads, multimodal, and water initiatives. Apply an equitable, sustainable, and financial lens to projects in order to consider the proper timing, planning, and community support over the next five years to realize these initiatives.
- Partner with staff to seek out economic development activities. Maintain a business-friendly environment, build relationships with the business community, and explore diverse opportunities that support new and existing businesses.
- Collaborate with the City Council, City staff, and community as Milwaukie continues to grow. Continue to identify affordable and sustainable housing solutions, support Milwaukie's houseless community, and create opportunities for future generations to call Milwaukie home.
- Develop and maintain positive relationships with neighboring communities, Clackamas County, Metro, and other regional organizations. Seek opportunities to effectively partner and collaborate while protecting Milwaukie's identity and interests.



The Successful Candidate

The new City Manager is a strategic thinker who will quickly understand Milwaukie's values and is excited by the opportunity to collaborate with others to identify solutions to the City's most pressing issues. They are excited by the opportunity to lead a growing community and will represent Milwaukie with integrity and effectively advocate for equitable and sustainable services. The City Manager understands and appreciates public service and truly values a sense of community and belonging. Considered a true ambassador, the successful candidate leads by example and is fully invested in Milwaukie's future growth and success.

The City Manager is an active listener with highly effective communication skills and has a strong history of developing effective relationships and partnerships. The successful candidate navigates political relationships with ease, maintains objectivity in working with elected officials, and partners with the City Council to provide advice and guidance when necessary. They have a history of supporting sound decisions while maintaining the flexibility to meet the changing needs of the community. The City Manager is confident yet humble, with a willingness to respectfully push back on the City Council and community as needed.

A strategic thinker with a multidisciplinary approach, the City Manager embraces a collaborative, open problem-solving environment and routinely invites others to share ideas. The City Manager models behaviors expected throughout the organization and sets the tone for a welcoming and inclusive culture built on trust and collaboration. A highly effective leader, the successful candidate develops strategy, sets goals, provides clear expectations, and empowers staff to implement the City's initiatives. A champion of equity, justice, and inclusion, the City Manager is a thoughtful manager who values and models diversity of thought and action in all interactions.

The City Manager knows how to create a vision for the future while maintaining excellence in the City's programs, services, and daily operations. They are known for monitoring best practices and collaborating to identify alternative solutions in support of City goals and initiatives. With a commitment to financial sustainability, the successful candidate has a strong financial background, including experience with local, state, and federal grants. The City Manager aligns with Milwaukie's climate action initiatives and is prepared to preserve its health and quality of life for current and future generations.

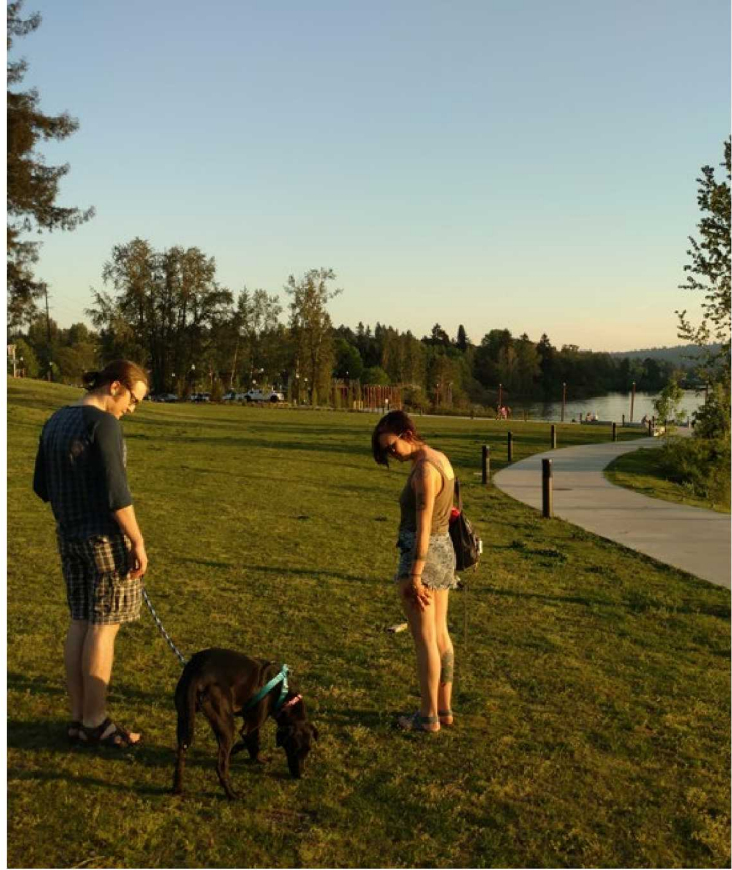
The successful candidate values and appreciates partnerships at all levels and effortlessly builds consensus, guiding others to decisions. The City Manager is an approachable leader with a history of engaging in effective, meaningful communication with residents, business and community leaders, key stakeholders, and regional partners. They intentionally build connections, encourage diverse perspectives, support authentic engagement, provide transparent communication, and ensure the City remains connected to the community at all levels.

The Qualifications

The City Manager brings at least seven (7) years of progressively responsible experience in local government, including five (5) years of administrative or leadership responsibility and at least three (3) years managing professional-level staff. The ability to work closely with the City Council is essential, as is the ability to develop effective local and regional partnerships. A sound financial background with a strong understanding of budgets and financial management is required.

A bachelor's degree in public administration, business administration, or similar field is required. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position will be considered. Ideally, the City Manager will reside within the City of Milwaukie.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one from a less traditional background. If you have transferable experience, please tell us about it!





Inside the City of Milwaukie

The City of Milwaukie has a council-manager form of government. The five elected members, a Mayor and four City Councilors, represent the community while concentrating on policy issues responsive to the community's needs. The Mayor and City Councilors are elected at-large and serve staggered 4-year terms. The City Council appoints the City Manager, City Attorney, and Municipal Judge. Milwaukie employs about 155 full- and part-time employees and works collaboratively with two unions. The 2023-24 biennial budget of \$192 million is aligned with City Council goals, and the administration is committed to professionalism, efficiency, equity, and customer service.

Milwaukie's talented and dedicated staff, known as Team Milwaukie, serves as stewards of the living and built environment to help create a safe and welcoming community for all. Milwaukie delivers effective public services and continues to focus on the future, with an eye on establishing programs that support the community's goals. The City operates its own police department and municipal court. It also provides sewer and water utilities, street operations, planning, building inspections, public records, engineering, community development, and library services.

Team Milwaukie implements the Council's vision and adopted goals. Currently, those adopted goals are:

- Climate Change Mitigation and Resilience Action
- Equity, Justice, and Inclusion
- Improving Milwaukie's Parks System and Services

Additional information on the Council's goals can be found [here](#).

Staff does this in part through the implementation of a three-year roadmap centered around the goals and priorities that staff feel are essential to live out City values, deliver on its mission, and advance toward the City's vision. The four priorities are:

- Support Our Employees
- Work Smarter Together
- Revitalize Milwaukie
- Help Milwaukians Most in Need

Located in Clackamas County, the City regularly partners with county staff on a variety of programs and initiatives. Milwaukie is also located within the boundary of Metro, a metropolitan service district serving greater Portland, and TriMet, the tri-county transportation district of Oregon. Clackamas Fire District #1 provides fire and emergency services for the City, and the North Clackamas Parks & Recreation District maintains Milwaukie's parks while providing recreational services and programs.

The Milwaukie Community

Nestled along the banks of the Willamette River and steeped in a rich history, Milwaukie enjoys the comforts of a small town, as well as the benefits of its close location to Portland. With a population approaching 22,000, Milwaukie strives to stay true to itself and the spirit of the community, even if that's unconventional at times, while upholding a strong sense of optimism that keeps everyone persistent in their pursuit for shared successes. Woven through the fabric of the community is the value placed on ingenuity, equity, and community connection. Milwaukie prizes creativity to get things done by finding innovative solutions, and residents embrace originality to find new ideas that better the community.

Together, these strengths have contributed to the 2017 visioning process that received an outpouring of support from the community and led Milwaukie to receive the Award for Public Involvement and Participation from the Oregon chapter of the American Planning Association. In 2024, that vision is being used as the basis for a

new citywide strategic plan to drive the organization towards this ambitious vision. These strengths can also be found in the City's robust and thriving business community. With more than 1,500 companies, including Oregon Tool, Bob's Red Mill, Dark Horse Comics, and Precision Castparts Corporation, Milwaukie is home to several of Oregon's largest and most iconic employers. These same values drive events in Milwaukie each year. The Umbrella Parade and Tree Lighting, Winter Solstice and Christmas Ships Viewing, Earth Day Celebration, Milwaukie Farmers Market, Juneteenth, Pride Celebration, and neighborhood concerts combine creativity and positivity to help bring the community closer together.

Like the founders before them, the people of Milwaukie know the City is destined for great things, and all are welcome to join the community as it forges its own path to success.

2040 Community Vision

In 2040, Milwaukie is a flourishing city that is entirely equitable, delightfully livable, and completely sustainable. It is a safe and welcoming community whose residents enjoy secure and meaningful work, a comprehensive educational system, and affordable housing. A complete network of sidewalks, bike lanes, and paths along with well-maintained streets and a robust transit system connect our neighborhood centers. Art and creativity are woven into the fabric of the City.

Milwaukie's neighborhoods are the centers of daily life, with each containing amenities and community-minded local businesses that meet residents' needs. Our industrial areas are magnets for innovation and models for environmentally sensitive manufacturing and high-wage jobs. Our residents can easily access the training and education needed to win those jobs.

Milwaukie nurtures a verdant canopy of beneficial trees, promotes sustainable development, and is a net-zero energy city. The Willamette River, Johnson Creek, and Kellogg Creek are free-flowing and accessible. Their ecosystems are protected by a robust stormwater treatment system and enhanced by appropriate riparian vegetation. Milwaukie is a resilient community, adaptive to the realities of a changing climate, and prepared for emergencies, such as the Cascadia Event.

Milwaukie's government is transparent and accessible and is committed to promoting tolerance and inclusion and eliminating disparities. It strongly encourages engagement and participation by all and nurtures a deep sense of community through celebrations and collective action. Residents have the resources necessary to access the help they need. In this great city, we strive to reach our full potential in the areas of education, environmental stewardship, commerce, culture, and recreation; and are proud to call it home.





The Compensation

The full salary range for the City Manager is \$148,992 - \$201,474 and will depend on the qualifications of the successful candidate. For a complete breakdown of the City's extensive Benefit Package, please visit milwaukieoregon.gov/humanresources/employee-benefits.



To Be Considered

A diverse workforce strengthens our organization. The City values diversity and supports a positive, welcoming environment where all its employees can thrive.

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with first review of applications on **June 10, 2024**.



Questions

Please direct questions to Heather Gantz at hgantz@raftelis.com or 503-860-1111.