



Oregon

CITY MANAGER

\$150,000 - \$160,000

Apply by

April 21, 2024

(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY

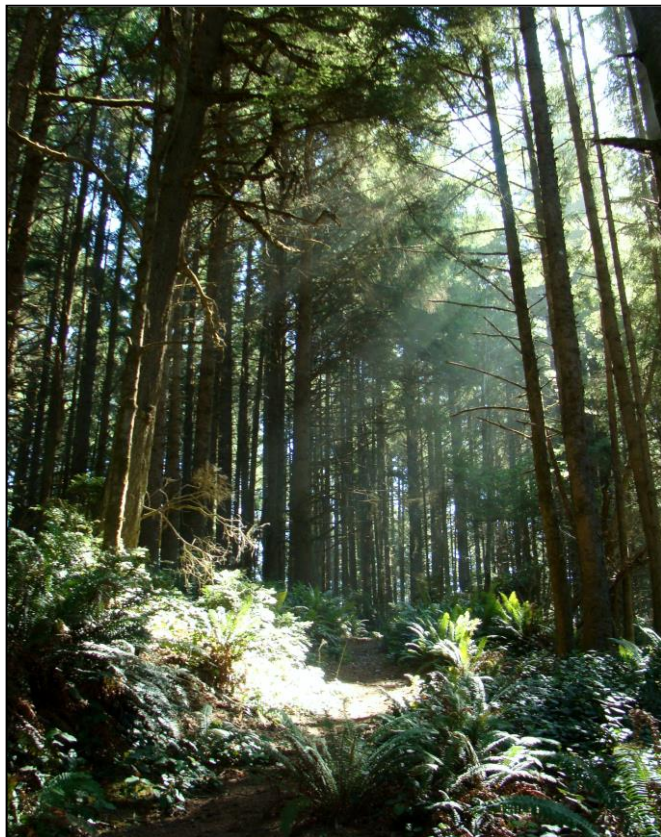


The City of Brookings is located along the Wild Rivers Coast, boasts some of the warmest temperatures on the coastline, and is known for its stunning natural beauty, and welcoming community.

Brookings is bordered by the vibrant blue Pacific Ocean to the west, the fir covered Coastal Range Mountains to the east, the meandering Chetco River to the south, and winding scenic vistas to the north. In spite of the rain, and the marine layer (aka "fog"), Brookings gets plenty of sunshine and typically averages 191 days of sunshine per year.

The community was originally established in 1913 by John E. Brookings. One of the first things John Brookings did when he relocated was to hire renowned architect, Bernard Maybeck, to lay out the street design for the core area of the City.

Brookings originally thrived on the lumber and commercial and sports fishing industries. Lily bulb farming was introduced in the 1920's, and the region still produces 95% of Easter lily bulbs grown in the world.



Today, Brookings serves as the commercial and service hub of the Wild Rivers Coast. The City is the largest in Curry County with a population of just over 6,800, and boasts a tight-knit community with a high quality of life. Although Brookings is small, the City has a charming downtown with several restaurants, quaint shops, and a cinema. The City also has a range of local events, festivals, and markets that foster a sense of community and belonging. The community's emphasis on safety, education, and healthcare contributes to its appeal as a place to live.

Outdoor recreational activities are plentiful, and include kayaking, canoeing, rafting, and fishing on the region's numerous rivers which exit into the Pacific Ocean. The region also offers hiking on an extensive network of trails, biking, windsurfing, golfing, jet-boating, and exploring the beaches of the Pacific Ocean. From Port Orford to Brookings, Highway 101, known as the Pacific Coast Scenic Highway, hugs some of the most stunning and rugged coastline in Oregon, lined with dramatic sea stacks and rock formations.

Other notable natural attractions include the Samuel H. Boardman State Scenic Corridor, with its stunning ocean views and several viewpoints worth exploring, Redwoods immediately south, and the Chetco River, known for its excellent salmon and steelhead fishing. Residents and visitors can also explore low tide at beautiful Harris Beach State Park, where large rocky areas become perfect for tide pooling.



THE CITY

The City of Brookings has a non-partisan Council-Manager form of government. Its members, a mayor and four councilors, are elected at large and serve in a volunteer capacity. The City Council also serves as the City's Urban Renewal Agency, and sits on the Budget Committee. The Mayor serves a two year term, and Councilors serve four-year staggered terms.

The City operates on a 2023/2024 budget of \$63.1 million with 49 full-time employees supplemented by seasonal parks and pool staff. The City's Management Team consists of the Public Safety Director, Police Lieutenant, Public Works Director, Deputy Public Works Director, and Finance Director. Each member of the Management Team has at least 12 years of longevity with the City, with a combined total of nearly 90 years of experience at the City. Services provided include police, 911, fire, water, sewer, streets, parks, planning, building safety, golf course, beach access, redevelopment, municipal court, tourism promotion and a general aviation airport. Brookings also serves as the only 24/7 law enforcement in the County and has a volunteer Fire Department which includes two full-time firefighters.



THE POSITION

Under the direction of the City Council, the City Manager serves as the chief administrative officer of the City and has control and general supervision over all City employees and all appointed City officers unless specifically excluded. The City Manager also serves as the Executive Director of the Urban Renewal Agency and may serve as the City Recorder.

The City Manager exercises the highest degree of professional courtesy in contacts with the public, City staff, and all elected and appointed officials. The City Manager is responsible for providing oversight of the City's public services; advising and making recommendations to the City Council on current and future fiscal policy, staffing, and program needs; ensuring conformance by City staff to adopted City policy; and providing oversight of the development and implementation of the City's approved budget and financial plan.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Community Relations

Brookings is a close-knit community and the City Manager is always in the public eye. Therefore, the position requires someone who maintains the highest standards of ethics and integrity and enjoys interacting with members of the community. Accessibility to the public and an open communication style are essential. It will be important to continue to welcome community volunteers, and to motivate citizens to become more involved with the City. The City Manager must reside within the Urban Growth Boundary and will be the primary contact for the local news media.

Council Relations

The City Council would like the City Manager to be an idea generator; someone who has an innovative vision for the City and is able to translate that vision to the elected councilors. The Council also expects loyalty and a mutual relationship of trust with the City Manager, and a commitment to fully carrying out the final decisions of the Council. It is critical that the Council and the City Manager work together in an open, collegial manner to provide leadership to the staff and citizens of the City.



Intergovernmental Relations

In addition to the usual complement of intergovernmental relationships, Brookings also works closely with the Harbor PUD, the Port District, Curry County, and representatives of the state legislative delegation. Because business development is a priority for the City, there are federal and state agency relationships that need to be maintained and cultivated. Other issues involving multi-jurisdictional issues include land use/UGB challenges and infrastructure development.

Innovations

The City Manager should be someone who understands how to effectively use the tools of urban renewal districts, annexation, growth management and infrastructure project management. There is a need for long-range strategic planning. Upcoming projects include development of the Lone Ranch property, Wastewater and Water Collections USDA improvements, and ongoing infrastructure improvement projects. Brookings is in need of an organized plan for business recruitment and development. A "seasoned professional" may be the kind of person who has the most experience with these issues in helping guide the future success of Brookings.



EDUCATION & EXPERIENCE

- A bachelor's degree in public administration, public policy, business administration, planning or a related field is desired. A master's degree in a related field is preferred.
- Ten years of progressively responsible public or business management experience affording knowledge of local and state laws.
- The ideal candidate will have a minimum of five years of experience as a City Manager in a similar or larger sized community. An applicant with experience as a department head in a municipal government setting may also be considered.
- Oregon local government experience is desired.
- An emphasis or internship in community development is a plus.

THE IDEAL CANDIDATE

Administrative Skills

The City Manager needs to be well organized, able to prioritize tasks and manage multiple projects simultaneously, and possess excellent communication skills. The selected City Manager will need to recognize that Brookings is a small but rapidly growing City, and there are times when delegation is appropriate, and times when it is appropriate to roll up your sleeves, get directly involved, and be willing to pitch in. The City is seeking a problem-solver who is able to analyze situations and make wise decisions. The City Manager must have high ethical standards, recognizing that as a City executive he or she is held to the highest standard. The ideal candidate will serve using a servant leadership philosophy. This person will be honest, show integrity, trustworthiness, accountability, and transparency.

Labor Relations/Personnel

The City Manager is expected to be a team player and a team builder with the rest of the City staff, and to serve as an advocate for staff interests to the City Council. This person needs to be able to communicate effectively and be a motivator, leading by example. When necessary, the City Manager needs to be able to clearly identify and resolve problems quickly and fairly, while also relying on the knowledge and experience of the Department Directors. With two labor unions in the City, the City Manager must have experience in contract negotiations.

Budget/Finance

The City Manager needs to have a solid understanding of public finance, particularly with awareness of Oregon's unique revenue limitations. The selected candidate will need to work collaboratively with the Finance Director in the preparation of the City budget. A working knowledge of financial forecasting and the ability to clearly communicate budget information to the public is essential.

Tourism

The incoming City Manager will need to understand how to maximize current tourism inflows, coastal urban culture, and creating opportunity for Brookings without jeopardizing the quality-of-life Brookings currently enjoys.

**COMPENSATION & BENEFITS**

- **\$150,000 - \$160,000 DOQ**
- **Medical, Dental, and Vision Insurance Plans with HSA**
- **Life Insurance**
- **Oregon PERS:** City pays employee and employer share.
- **Vacation:** Negotiable
- **Sick Pay:** 8 hours of sick pay per month.
- **Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.
- **Other Benefits:** Negotiable relocation/housing allowance, cell phone stipend, automobile stipend, contribution to retirement account.

To learn more about the
City of Brookings, please visit:

www.brookings.or.us

The City of Brookings is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 21, 2024** (applications reviewed as submitted, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Brookings, OR – City Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



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