



## City Manager

**Salary: \$138,000 - \$152,000 DOQ**  
**Excellent Benefit Package**

### City

Medford, “The Center of the Rogue Valley” is southern Oregon’s largest and most diverse city and serves as the regional center for eight counties in Oregon and Northern California. With a residential population of more than 75,000 and a daytime population of over 150,000, Medford is also the county seat of Jackson County. Midway between Portland and San Francisco, it is the industrial, medical, commercial and service center of Southern Oregon and Northern California. Located on Interstate 5, Medford is just 27 miles north of the California border, 118 miles east of the Pacific Ocean, and 75 miles west of Klamath Falls. The seasons are clearly defined, temperatures are generally mild overall, and weather conditions are normally on the pleasant side of comfortable. People from all around the world have come to call Medford home due to the amazing natural beauty each season brings and the variety of activities available.



Medford is a city of many treasures and its historic downtown area is rediscovering its heritage with beautifully restored buildings. Its small town lifestyle offers all the amenities of a large metropolitan area with unique shopping, art galleries, bookstores, coffee houses and antique mall all guarantee to make exploring a delight. In addition to its excellent schools, Medford is a family-friendly, energetic sports town. The newest addition to the sports community is the U.S. Cellular Community Park, a \$30M, 132-acre sports park. In total, Medford has 2,550 acres of parkland with 600 acres developed.

Medford’s surroundings are brimming with historic wealth, cultural attractions, and rich agriculture land. Experience world-class art and culture at the Oregon Shakespeare Theater, Britt Festival or the Craterian Ginger Rogers Theater. Tour one of the many award-winning wineries, creameries and gourmet artisan chocolate facilities. If getting back to nature is more your style, there is a lot to choose from: hike, bike, and ski the mountains; raft, boat and fish the rivers; visit Oregon’s only National Park - Crater Lake or explore the natural wonders of the Oregon Caves; enjoy a day of golfing; or just stroll or hike the many beautiful nearby parks or recreation areas.

For additional information regarding the City of Medford please click on the following link:  
<http://www.ci.medford.or.us/Index.asp>





## City Government

Medford's governing body is composed of the Mayor and eight Council members. The City is divided into four wards with two Council members elected from each ward. The Mayor is elected at large to a four-year term. At each biennial general election, the four Council members, one from each ward, are elected to serve four-year terms. The biennial election of Council members provides that members in each ward serve overlapping terms. The Mayor is the presiding officer of the City Council but does not vote except in the case of a tie.

For additional information including Mayor and Council bios please click on the following link:  
<http://www.ci.medford.or.us/SectionIndex.asp?SectionID=542>



## City Departments

The City of Medford is a full service city with a biennium budget of more than \$230M. Reporting directly to the Mayor and Council is the City Manager and a Municipal Judge. The City employs more than 450 staff members, and city services are provided through the following departments: Building Safety, City Manager's Office, City Attorney's Office, Finance, Fire, Human Resources, Parks and Recreation, Planning, Police, Public Works, and Technology Services.

The City of Medford's goals are:

- Provide timely, professional, and effective customer service.
- Ensure current and future financial stability.
- Remain proactive to future issues facing the City.
- Facilitate external and internal communications.
- Maintain a quality work environment for City employees.

For specific department information please click on the following link:  
<http://www.ci.medford.or.us/departments.asp>



## Position

The City Manager serves as the City of Medford's chief executive with responsibility for the administration of the various functions of the City government as described in the City Charter and in accordance with legislative policy established by the City Council. The City Manager leads an organization aligned in budget and operation with the vision and goals of the policy-making body and continuously seeks to provide resource efficient processes and customer effective results. In addition, the Manager also serves as the Executive Director of the Urban Renewal Agency.

The City Manager identifies opportunities for productivity increases through process implementation, reorganization and assignment, utilization of technology, cost reduction and avoidance and revenue enhancement. The Manager analyzes the efficiency of staff efforts and measures the effectiveness of outputs through training, resources, leadership and support as well as customer satisfaction. The City Manager communicates to the staff, elected officials and community regarding objectives and results. Additionally, the Manager assists elected officials in identifying, analyzing and communicating issues of policy significant to the community and the provision of public services. The Manager implements processes and projects to fulfill the vision, mission and goal statements of the elected officials as adopted from time to time and leads and motivates the work force in fulfilling their intent.

## Priorities

- Build strong relationships and partnerships with the Mayor and each Council member. Establish trust, confidence and open communication to effectively implement and execute the council goals.
- Develop relationships and mutual trust with staff. Partner to align individual department goals and investments with overall city goals and objectives.
- Develop strong, positive relationships within the community and encourage citizen engagement. Quickly establish self and become a visible figure in the community, build trust, solicit feedback and provide transparent communication to clearly articulate city services, goals, initiatives, and progress.
- Partner with the Council to develop and execute a strategy focusing on striking a balance between sound economic development and maintaining a positive quality of life for the citizens.
- Establish relationships and build mutual trust and respect with County, State and Federal agencies. Share best practices and look for opportunities to collaborate and drive efficiency when appropriate.
- Build positive relationships with union leaders and help maintain a mutual respect that leads to healthy negotiations. Become familiar with the seven different bargaining units and prepare for upcoming contract negotiations.
- Plan for the City's future while managing growth appropriately. Assist the Council in updating vision, mission and strategic plan as needed.





## Priorities Continued

- Review the City's current revenue streams and future potential. Understand the future impact on council goals, projects and staffing and manage the fiscal reality with the city's needs.
- Facilitate the sun-setting phase of the Urban Renewal Agency by administering the remaining \$20M indebtedness and completing the identified projects.
- Manage the City's ongoing development and infrastructure projects. Educate Council members regarding options and oversee the management and execution of the projects in a timely and fiscally responsible way. Pay particular attention to the marketing and revitalization of downtown.
- Review the details of three current bond studies for public safety and parks. Determine next steps and identify a long-term strategy.
- Review the various boards and commissions. Consider the need to restructure to drive efficiency and effectiveness.



## Ideal Candidate

The City of Medford seeks a visionary leader with a strong background in strategic planning and execution with an ability to balance strategy with day-to-day operations. The City Manager maintains objectivity in working with elected officials and brings a broad perspective in understanding how business and government work together. An effective problem solver and true consensus builder, the successful candidate values differing opinions and encourages open discussion, collaboration and dialogue but can ultimately facilitate the discussion to a conclusion and final decision. The ideal candidate is financially responsible and capitalizes on financial opportunities.

Considered to be approachable, the City Manager is an outward leader that enjoys being visible, involved and committed to the community. The ideal candidate embraces diversity, leads by example and is fully invested in the city's success. The successful candidate is recognized as a business supporter with an interest in economic development. The Manager maintains an understanding of issues affecting the community including an ability to see things from a broader perspective.

The City Manager has a successful track record in managing performance, setting clear expectations and holding others accountable. The ideal candidate has proven management success and believes in staff development, retention and succession planning. An intelligent and respectful leader, the Manager quickly earns the trust of staff and promotes a culture where internal communication and cooperation are highly valued and where excellent customer service skills are routinely practiced and monitored.

A true believer in implementing continuous process improvement, the City Manager is a creative and forward thinking leader driven by an objective to provide the best possible public service to the community. The successful candidate is technologically savvy and uses technology as a way to drive efficiency. An articulate communicator, the ideal candidate brings valuable experience in developing effective relationships both internally and externally and enjoys sharing best practices. The successful candidate is an active listener that values honesty and integrity and believes in fostering mutual respect at all levels.



## Minimum Qualifications

At least eight years of progressively responsible administrative experience in planning, coordinating and financing varied municipal activities. Experience in a full service city with strong knowledge of business operations, strategic planning and human resources is necessary as is knowledge of economic development. Experience with an Urban Renewal Agency is desired. Increasingly responsible leadership and managerial experience preferably with a well-rounded background that includes a combination of municipal, public and private sector experience is highly desired. Labor relations knowledge is essential with knowledge of binding arbitration a plus. A Bachelor's Degree required with a Master's highly preferred.

## Compensation Package

Hiring Salary: \$138,000 - \$152,000 DOQ

- Full-Family Medical, Dental and Vision
- Life Insurance: \$50,000
- Long-term Disability Insurance
- Vacation: Accrual based on years of service, starting out at 120 hours annually
- Oregon PERS: 100% Fully City Paid
- Holidays: Nine holidays + 24 hours of floating Holiday
- Sick Leave: 96 hours of sick leave per year

## How to Apply

The City of Medford 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, no later than February 17, 2012. Please send resume and cover letter to Waldron at:

10220 SW Greenburg Rd, Suite 380  
Portland, OR 97223



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