



CITY MANAGER

City of Fairview, Oregon



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CITY OF FAIRVIEW, OREGON

\$145,000 to \$175,000 plus excellent benefits

POPULATION

10,671

2023-24 BUDGET

\$18.5 Million

FTE

27

CITY DEPARTMENTS

Administration

- Elections
- Human Resources
- Recreation
- City Recorder

Finance

- Utility Billing
- Information Technology
- Payroll & Benefits
- Risk Management

Public Works

- Planning
- Transportation
- Streets & Sidewalks
- Engineering
- Operations
- Parks
- Water, Sewer & Stormwater Services

Urban Renewal Agency

UNION

Teamsters Local 223

COMMUNITY

Beautiful Natural Environment
Outdoor Recreation
Historic Character
Community Pride
Family Friendly

THE COMMUNITY

The City of Fairview (population 10,671) is located along the great Columbia River at the gateway to the Historic Columbia River Highway in eastern Multnomah County. Its residents are proud of the community's history and ties to the landscape, enjoying the walkable town center as well as the beautiful waters and woods that surround the City. Fairview is a family-friendly home to residents from diverse backgrounds, cultures, and experiences who appreciate the community's distinct balance of access to the urban amenities of Portland and the natural splendors of the Columbia River Gorge and Mt. Hood. Opportunities for outdoor water recreation abound with community access to lakes, ponds, and creeks, as well as the Columbia River, to which Fairview hosts the largest public access site in the state.

Established in 1908, Fairview was an agricultural center, with farms nurturing fields of fruits, vegetables, and grains as well as raising livestock that grazed the pastureland along the Columbia River. This tradition lives on today in backyard gardens, wild blackberries, and the local operation of the original Townsend Farms facility, one of the largest fresh fruit packing operations in the United States. Fairview's town center, connected to neighborhoods and parks with trails and paths, offers a variety of dining, shopping, and residential living amenities. The community has experienced impressive population growth (17% in the last 10 years) and is poised for continued prosperity. Economic opportunities in Fairview include attractive industrial and commercial properties as well as other business support such as user-friendly permitting, a property tax abatement program as well as System Development Charges assistance for eligible



THE COMMUNITY (CONT.)

businesses, and Fairview Urban Renewal Agency Assistance programs. The City also benefits from other major private sector employers such as Communications Test Design Inc., NACCO Materials Handling Group, Knight Transportation, Target, and others.

Fairview provides a connected and caring place for families and friends to revel in the setting they call home. Fairview Village, a renowned planning project and past recipient of the Governor's Livability Award, offers compact mixed-use space with diverse residential accommodations, as well as commercial and civic amenities within easy walking or biking distance. The community takes pride in their home and is active in discussing the City's role in the region. Creatively themed, well-maintained local parks provide attractive gathering spaces and host meaningful community events such as Fairview on the Green and several annual holiday celebrations.



THE ORGANIZATION

The City of Fairview employs a Council-Manager form of government with the City Manager appointed by the Mayor and six-member City Council. The Mayor and Council members are elected at-large for four-year terms. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Finance, Public Works, and Urban Renewal Agency. The City employs 27 full-time equivalent employees, and its 2023-24 budget is approximately \$18.5 million. Public Safety, Fire & Rescue, and emergency dispatch services, as well as building inspection are operated under established regional service contracts with multiple partners.

THE POSITION

Under the direction and supervision of the Mayor and City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Excellent leadership and management abilities** to cultivate a collaborative work environment with vision and creativity. Management skills to oversee and support effective operations and delivery of high-quality City services. Ability to manage multi-disciplinary departments providing clear direction, balancing priority initiatives, offering opportunities for professional support and growth, as well as fostering a shared organizational vision. A working leadership style and management expertise to promote effective, consistent, and respectful communication, teamwork, operational efficiency, accountability, professionalism, and integrity with limited staff capacity. Strong human resource planning and management experience to sustain and retain an effective City workforce through an attractive and efficient workplace environment with fiscal prudence. Ability to effectively integrate and coordinate day-to-day delivery of out-sourced core services as well as evaluation and negotiation of service contract agreements when needed. Capability to serve as an active and effective City representative in regional initiatives. Demonstrate a commitment to pursue continuous learning and professional development opportunities.



Experience hiring key personnel and working with unions is helpful. A personal demeanor which is friendly, calm, even tempered, inclusive, honest, respectful, and empathetic is desired.

- **An ability to proactively facilitate effective Council relations** through professional, approachable, responsive, and inclusive support for their work as the policy making body. This includes assisting the Council by providing regular communication, impartial background information, timely and effective community communications, promoting City and City Council visibility, as well as facilitating the development and adoption of long-term goals and strategies. An ability to effectuate Council policy decisions with City staff and ensure adequate resources are available for implementation. Maintaining a continual awareness of the City's operations and legal obligations to ensure regulatory compliance and informed decision-making is expected. A commitment to be accessible, reliable, and provide a robust new member onboarding process to help the Council work effectively in their roles is important.
- **Demonstrated public finance proficiency** to manage City finances to promote high quality services with sustainable long-term fiscal decision-making. Experience and ability to take a comprehensive financial planning approach supporting the City's long-term service needs, identifying and utilizing diverse revenue approaches, and integrating City Council goals and community vision into fiscal decisions is imperative. Skills and knowledge to develop or manage fiscal processes and controls to ensure City compliance and timeliness in required audits

or reports. A commitment to manage taxpayer dollars with fiscal prudence and transparency while balancing the varied interests of residents and businesses is important. Effective communication and community engagement related to fiscal decisions such as utility rates, potential taxes, bond measures, and levies is essential. Prior knowledge or the ability to quickly learn Oregon budget law and requirements as well as rules related to urban renewal agencies is expected.

- **Community and economic development experience** that includes managing redevelopment initiatives with tools such as Oregon urban renewal agencies to continue implementation of multiple priority initiatives. Experience in developing and leading successful long-term planning strategies to promote locally based businesses and plan for growth while honoring the community's residential, small-town character is important. Familiarity with development initiatives that utilize incentives to attract new businesses, with fiscal responsibility and effectiveness, to promote desired economic activity and development is highly attractive. Understanding of community branding and Oregon land use planning is helpful.
- **Excellent communication skills** to facilitate effective internal and external organizational coordination and understanding. An ability to support and/or engage with diverse City audiences including City Council, staff, other local government officials, community members, nonprofits, businesses, and other stakeholders is essential. Demonstrated professionalism, accessibility, inclusion, transparency, and humility when communicating with all individuals or groups. In addition, experience and proficiency

to build consensus and facilitate two-way dialogues on complex policy issues with neutrality, openness, and respect is expected. Verbal and written communication should be offered with clarity, substance, and conciseness.

- **Ability to effectively manage intergovernmental relations** at all levels by representing Fairview in important regional initiatives as well as upholding service agreements the City relies on to provide core services. An ability to help advance City interests and regional well-being through maintenance and enhancement of clear, collaborative, and cost-effective partnerships. Skills to effectively identify and pursue mutually beneficial opportunities for Fairview and East County communities through strong working relationships with the County, State, Federal, and other local governments is essential.
- **Familiarity with public works infrastructure** including planning, construction, and financing related to water, sewer, and stormwater infrastructure projects. Ability to provide leadership support for current initiatives and financing work for the City's infrastructure improvement and maintenance while planning for residential and commercial/industrial growth. Skills to support planning and financing as needed for regional infrastructure projects and requirements. Experience with streets planning, street maintenance, negotiating improvements on County owned roads, and continuing efforts to support multi-modal access and activity is beneficial.
- **Demonstrated community engagement experience** to proactively inform and involve community members in City activities and decisions that may impact them.

Knowledge and experience to maintain, strengthen, and expand the City's community engagement and information sharing approaches to facilitate and encourage involvement in City decision-making. An ability to develop outreach strategies that are sustainable, are within available staff capacity, promote transparency, balance different views and interests, engage diverse communities, and help build consensus is important.

- **An appreciation for Fairview** including a willingness to serve as a City representative and active liaison to the community. It is important the City Manager is willing to become a visible member of the community alongside City Council. An appreciation and understanding of Fairview and East County's unique community character, which takes pride in being active, local business-oriented while fostering a small-town and family friendly atmosphere is essential.
- **A commitment to fostering diversity, equity, and inclusion principles** including their implementation in City processes, services, systems, and staffing. Experience leading efforts or working with consultants to offer training and planning about operational or policy approaches to implement these organizational commitments is beneficial.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help ensure the City Council, staff, and advisory bodies are all operating effectively with each other and within their legally defined responsibilities.



POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

Public Safety

The City of Fairview has experienced rising costs to contract with respective public safety agencies for provision of consistent levels of police, fire, and dispatch services. In 2017, the City shifted from providing police services to contracting with the County Sheriff's Department. In recent years, these three major shared service agreements (Bureau of Emergency Calls, Multnomah County Sheriff, and Gresham Fire Department) have accounted for three quarters of all City General Fund expenditures. In the next few years, the contracts for police and fire services will expire, providing the City the opportunity to evaluate future contract terms and potentially explore other options to provide high quality and affordable public safety services. The City Manager will play a key role preparing necessary information to support the fiscal, service, and management considerations for City Council's consideration related to evaluating potential options and supporting community engagement efforts to ensure the final decision reflects



the priorities and values of the community. An ability to effectively evaluate a wide range of opportunities as well as communicate and collaborate with other agencies to provide continued effective service delivery will be essential.

Long-term Financial Planning and Sustainability

Like many Oregon cities, Fairview has been experiencing service costs that are projected to outpace available revenues given current trends which are exacerbated by a high proportion of residential development and a limited/modest property tax rate. As such, it is imperative for the City to pursue strategic, creative, and robust financial planning to assess long-term sustainable financing for core services that can meet current and future demand. The City Manager will be integral in facilitating a productive, transparent, and innovative approach to maintain and identify dependable revenue sources while maintaining public assets and provision of high-quality core services. An ability to pursue strategies that are realistic and fiscally prudent for a largely residential community with a substantial portion of residents on fixed incomes is important.

Urban Renewal & The Heart of Fairview

The City of Fairview has been successful identifying, financing, and designing several large-scale community and economic development initiatives that the next City Manager will be responsible for providing management and public finance expertise to complete. Most notably, this includes the Heart of Fairview, one of the last projects underway to close out the Fairview Urban Renewal Agency initiated in 2018. The Heart of Fairview is a 5.2 acre City-owned property that is starting final design and anticipated construction to provide additional housing, economic development, community space, and cultural activity opportunities. Additional work is needed to prepare a business development and retention strategy for this area as well as other community economic centers experiencing high vacancy rates. Additional community engagement will also be important to inform final project decisions. Currently, Oregon urban renewal management expertise services have been contracted from a former City Manager and the ability to bring this service back in house is desired.

Public Works

The City is currently planning and implementing a range of sewer, stormwater, water, and streets projects updating

systems to accommodate community growth and improvements. This planning and financing work will most immediately be needed related to projects such as for a new groundwater supply at Well 10 and FEMA’s Levee Ready Columbia project. Well 10 is a \$4 million dollar project with anticipated construction beginning in late spring. The Levee Ready Columbia project, led by the Multnomah County Drainage District, will have a major work to recertify levee infrastructure within City limits which will require an undetermined City financial contribution. Additionally, evaluation and support will be needed to finalize and assess any potential changes resulting from a utility rate study underway. The next City Manager will be expected to support implementation and provide timely communication to City Council on these projects in coordination with the newly hired Public Works Director.



EDUCATION/EXPERIENCE

The City Manager position requires a bachelor’s degree in public administration, planning, political science, or related field, and at least three years of upper-level local government management experience. An equivalent combination of education and experience may be considered.

The City prefers a candidate with an advanced degree in public administration or related field, and at least five years of increasingly responsible experience. Experience and/or training in public finance and redevelopment initiatives such as working with Oregon urban renewal agencies is highly desired.



RECRUITMENT PROCESS

- Applications Due** April 21, 2024
- Preliminary Online Video Interviews** Week of April 29, 2024
- Finalist Interviews & Selection** Week of May 20, 2024

For additional details, application materials, and instructions on how to apply, please visit www.jensenstrategies.com/recruitment/fairviewcitymanager

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com



The City of Fairview is an Equal Opportunity Employer.