



# City Administrator

*Providing the Highest Quality Public Services for a Better Hometown Harrisburg*

## The Community

Harrisburg is a great community located in the heart of the Willamette Valley. Founded in 1866 on the banks of the Willamette River, the City is home to 3,655 citizens, who love the town for its “Mayberry” charm. The City’s roots are in agriculture, and development was influenced by the transportation opportunities of the river bordering the town. The City’s annual big events reflect Harrisburg’s family values. The Old Fashioned 4th of July is a huge day-long event, with one of the longest parades in the State of Oregon. The Harvest Festival Tractor & Truck Pull is another family orientated event, honoring the City’s agricultural roots and raising funds for ag education. Summer Sounds Concerts and Movies are held in July and August, which showcase the iconic gazebo in Riverfront Park, and allows neighbors to mingle and enjoy the outdoors with their families. The City of Harrisburg boasts an outstanding agricultural museum, winner of the 2007 Oregon Heritage Excellence Award, and a world-class designed skate park. The beautiful Willamette River provides City residents with many recreational opportunities. The City is also in the process of obtaining additional parklands, including a 100+ acre reclaimed gravel mine along the Willamette River.



Located on Hwy 99E, Harrisburg is a 20 minute drive to the larger cities of Eugene, Corvallis and Albany, as well as the University of Oregon, Oregon State University and community colleges. Proximity to I-5, and an established truck route, is an asset to our industrial businesses. Harrisburg boasts multiple large employers, such as Knife River, Isovolt, and Precision Prefinishing. Harrisburg has an Enterprise Zone to help employment businesses relocate and expand their operations.

Harrisburg has a great school system, as well as a terrific sports program. The Harrisburg School District recently passed a bond to make improvements throughout the district. The school district has a great relationship with the City and Harrisburg community.

The Harrisburg Fire/Rescue District also successfully passed a bond to construct a new fire station, which is located in the heart of the City. The new station was built to last for many years and is a gem for the community.

## Current Issues

- ◆ Implement a \$7.5M general obligation bond water system improvement project. Bonds were sold in summer of 2019.
- ◆ Street maintenance funding and construction. City has implemented plans to designate \$250,000 per year towards street maintenance.
- ◆ Work with the City Council to determine preferred solution for continued law enforcement protection for the City.
- ◆ Continue Redevelopment Agency programs and projects, including downtown streets reconstruction projects; plus property improvement grants and loans.
- ◆ Maintain and develop regional economic development partnerships and efforts, including the 8-city collaboration with OregonRAIN, and with Business Oregon.
- ◆ Continued participation in the Exploring Downtown phase of the Oregon Main Street Program, including utilization of grants for preservation of important historical structures in the downtown core.
- ◆ Development of 100+ acre reclaimed gravel mine into a regional park and open space amenity. This will require building partnerships with Linn County and others and finding short and long term funding.
- ◆ Complete the comprehensive update of the City's Development Code.

### Harrisburg's Vision Statement

*"A Vibrant and Charming Community that has a High Quality of Life, Great Neighborhoods, Balanced Economic Growth, and Quality Public Services"*

## Council priorities within the Strategic Plan for fiscal year 2019-2020:

- ◆ Achieve and maintain total City park land inventory at a minimum of 7 acres per 1,000 residents.
- ◆ Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.
- ◆ Repair and improve 4th Street from LaSalle Street to Smith Street.
- ◆ Bring community awareness to crime issues in the city and work to create solutions to reduce and prevent crime.
- ◆ Provide second sanitary sewer crossing beneath the railroad tracks.
- ◆ Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.



A Summer Sounds Concert in Riverfront Park

## The Organization

*2006 All-America City Finalist ~ 2002 Award of Excellence*

Harrisburg has a Council-Administrator (weak Mayor) form of government. The City Council consists of six councilors, who are elected at-large to serve four-year terms, while the Mayor is elected for a two-year term. The City has a wonderful Council, who works pro-actively and as a team to better support and represent the citizens of Harrisburg. The Mayors' informal motto is, 'Always leave things better than you found them.' The Council wholeheartedly agrees with the Mayor's motto, and applies it to all of their actions. The City Council also feels it's important to engage in the viewpoints of youth. The City has two youth advisors, who are appointed to serve on the City Council and Planning Commission respectively.

Harrisburg has also recently finished the remodel of the Harrisburg Municipal Center, with an expansion and improvement of its Council Chambers/Municipal Court. The Harrisburg Public Library is part of the Municipal Center, and for the first time in years, has expanded its square footage and reorganized its staffing. The Library has increased programming, and expanded its collection. There are 4 developed and well-maintained parks in town as well.

The City is efficient, operating a tight and well-run organization with twelve full-time employees, two part-time, and four on-call/seasonal staff. It operates with fewer employees than most city's that are comparable in size. Three department heads, and two supervisors provide the City with over 73 years of management experience. In-house municipal services provided are Administration, Code Enforcement, Finance, Library, Municipal Court, Parks, Streets, plus Water and Sewer Utility services, including utility billing. Harrisburg contracts with Linn County for both its law enforcement services, as well as building inspection and plan review services. The City also contracts with Branch Engineering for its engineering services, and has recently issued a RFQ for planning services as well. The City Attorney is Jim Brewer, of Fewel, Brewer and Coulombe. The Municipal Court Judge is Larry Blake Jr. The City of Harrisburg & HRA operate on a combined budget of \$21,441,437 in FY 2019-2020; with total FTE's of 13.



### **The Position:**

The Harrisburg City Administrator operates as the chief executive officer of the City, as well as being the HRA Director, and Enterprise Zone Manager. Directly reporting to the City Administrator is the City Recorder/Assistant City Administrator, Public Works Director, Finance Officer, and Court Clerk/Utility Billing/Library Supervisor. The City Administrator is responsible for the effective delivery of all municipal services, including suggesting innovative methods to improve the standard of services rendered. Essential duties include, but are not limited to: responding and communicating to the public and media; coordinating the activity, planning and financial performance of all City departments; and, advising the Council of the affairs and needs of the City, as well as recommending City-wide goals and objectives on an annual basis. He/She attends all public meetings, representing the City in hearings with other governmental entities, as well as the in the community and region. The City Administrator will work with the planning services contractor where appropriate on development related issues, zoning and Comprehensive Plan matters. The City Administrator also reviews building permits for compliance with code provisions. He/She is also responsible for enforcing code violations, and verifying that City departments are following Council Policy, as well as encouraging and developing economic opportunities with citizens and businesses. The City Administrator also searches, applies, and administers grants for the City of Harrisburg.



## Ideal Candidate

### Minimum and Preferred Qualifications:

- ◆ A masters degree in public administration, business administration, or planning.
- ◆ Five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- ◆ Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning.
- ◆ Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiating improvements in management methods.

**The ideal candidate** has strong leadership skills, as well as being a positive individual who can proactively manage a City. Oregon land use planning experience is highly desired. They must be an excellent communicator, collaborator, and believe in Harrisburg’s values. They provide a transparent, open and honest government, providing excellent public service, beyond customer’s expectations. They can offer effective solutions for problems as they arise. Fiscal responsibility, and proper use of public resources is essential. Personal honesty and integrity inspires confidence and trust in local government. Excellence is shown by being creative, professional, taking risks, and being committed to the community. Teamwork is emphasized, for City Staff, as well as elected and appointed City officials. Finally, the ideal candidate honors a diverse and humane organization. Open communication, and respect for others, compassion and a sense of humor are essential tools in the City’s organization.

## Compensation Package

The annual salary range for the City Administrator is \$90,000 to \$110,000, depending upon experience and qualifications of the individual. The City has an excellent benefits package, which includes:

- ◆ Paid Vacation and Sick Leave
- ◆ Administrative Leave ~ 40 hours per year, and an additional 40 hours of compensation paid once a year.
- ◆ Participation in Oregon PERS/OPSRP retirement plan, including the 6% employee contribution in addition to salary.
- ◆ Excellent Medical, Dental, and Vision insurance.
- ◆ VEBA/HRA contributions of \$1,500 per year.
- ◆ Life Insurance, Long and Short term disability.
- ◆ Deferred compensation and longevity bonuses

Search Schedule	
Filing Deadline .....	November 1, 2019, 5:00pm
1st Screening of Applicants.....	November 1, 2019
Recommendation of Candidates.....	November 18, 2019
Candidates contacted for interview.....	November 22, 2019
City Council Interviews.....	December 5, 2019
Background and Reference Checks start.....	December 6, 2019
Recommendation of Final Candidate(s).....	December 12, 2019
Final Decision.....	By December 16, 2019

## Recruitment Process

Individuals interested in applying for the City Administrator position should submit a cover letter, resume and a list of five professional references. The cover letter should indicate your specific interest in this position, and explain how your experiences meet the minimum and preferred qualifications. Please put emphasis on recent and relevant experience in municipal management/supervision roles. Your five professional references need to include at least one superior, one peer, and one subordinate. Send the cover letter, resume, and references to [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org).

## Veterans Preference

The City of Harrisburg provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a DD214 or DD215 form with their application materials.