



City Hall, PO Box 708, Garibaldi, OR 97118
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**SPECIAL COUNCIL MEETING
CITY COUNCIL WORK SESSION
Wednesday January 27, 2021 – 6:00 p.m.**

- Go to zoom.us / join.
- Enter the meeting ID: **503-322-3327** / Required meeting password: **97118**.
- Optional call-in phone number: (253) 215-8782: enter meeting ID and password when prompted.

I. PLEDGE OF ALLEGIANCE

II. CALL MEETING TO ORDER

III. COUNCIL WORKSHOP

A. Review City Manager job announcement.....1

B. Review Staff suggested advertisement list.....3

C. Interview Questions.....4

IV. ADJOURNMENT

City of Garibaldi, City Manager

The City of Garibaldi, Oregon seeks a City Manager to plan and direct the activities of all City departments. The position comes under the supervision of the Mayor and City Council for the proper administration of all City business. The City Manager serves in the roles of chief administrative officer, Recorder, Treasurer, and Budget Officer, and implements Council's ordinances and resolutions.

Job candidates should have a proven track record of budget development and fiscal management, employee supervision, business administration, public records control, grant writing, and is articulate and writes well. Experience in strategic planning and analytical problem-solving is a plus.

The City Manager must be able to communicate effectively with staff, Council members, other elected officials, news media, and deal respectfully with the general public. Candidate must demonstrate an unquestionable sense of integrity, honesty, transparency, and professionalism.

A Bachelor's degree from an accredited university or college in public administration or a related field is required. The City requires a candidate have a minimum of four years of job experience in municipal government administration, budgeting and finance, labor relations, and writing and administering state/federal grants.

Compensation: Annual salary range for this position is \$80,000 to \$85,000; the actual salary will depend on the finalist's qualifications and experience. The City of Garibaldi is part of the Oregon Public Employees Retirement System and provides a comprehensive benefit package.

Garibaldi, population 879, is located on the North Oregon Coast at the northern end of Tillamook Bay. It has a reputation as an "authentic fishing village." Most visitors come for the recreational fishing, crabbing, and clamming. Local attractions include the Oregon Coast Scenic Railroad, Maritime Museum, and Historic Coast Guard Boat House, as well as several fine restaurants and shops.

The City job application is available online and complete position description at www.ci.garibaldi.or.us. Also, please submit a Cover Letter, Resume with a completed City application.

Applications and cover letters can be sent to Assistant City Manager Lori Longfellow at lori@ci.garibaldi.or.us or mailed to Attn: Assistant City Manager, City of Garibaldi, P.O. Box 708, Garibaldi, OR 97118.

Applicants will be notified of their initial status by March 5, 2021. If you have Veterans status and wish to request preference credit, please indicate that in your cover letter. Position will remain open until filled. The City of Garibaldi is an equal opportunity provider and employers.

Advertisement

1. Headlight Herald
2. City Website
3. City's Facebook page
4. League of Oregon Cities Website
5. Association of Oregon Counties
6. Indeed.com
7. LinkedIn.com

1. How would you characterize your style of management?
2. What style of management do you use when in an emergency/stressful situation?
3. How do you relate to employees, department heads, advisory committees, the council, and the general public? How would they describe your ability to relate to them?
4. What do you perceive to be the administrator's role in dealing with the council?
5. What do you do when an individual councilor asks you to perform a task that is not approved by the entire council?
6. How do you view the role of the council in dealing with the administrator and the administration?
7. Based on your education, experience and background, what do you consider to be your strengths in dealing with local government problems? What are your weaknesses?
8. Recognizing the limits of span of control in an organization, how and when do you delegate responsibility and authority?
9. In your opinion, what role should the administrator play in the community?
10. What benefits, if any, would an administrator or the city gain if the administrator became an active member of a service organization within the community?
11. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
12. What is your approach in dealing with the news media?
13. What experience have you had in labor negotiations?
14. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table.
15. How have you dealt with mediation, fact finding or arbitration? Have you ever managed a strike?

16. What approach have you used in dealing with personnel problems?
17. What personnel skills have you used in disciplining, demoting or firing an employee?
18. What experience have you had in training or motivating employees?
19. What steps have you taken to adhere to state and federal laws relating to diversity in the work place, non-discrimination and equal opportunity?
20. Describe your experience, if any, in dealing with charges of discrimination or grievances filed against you or the city you served.
21. What involvement have you had in developing personnel rules, regulations and procedures?
22. What is your municipal finance experience?
23. What role have you played in the preparation of a budget?
24. In budgets that you have prepared, how do you communicate the effectiveness of service delivery?
25. Have you ever gone to a vote of the people for a funding measure?
26. What was your role in the campaign?
27. What was your rate of success? What would you consider to be the keys to success?
28. Have you ever been involved in a vote on a new tax base?
29. What is your experience with debt management?
30. What is your experience with enterprise funds?
31. What experience have you had in administering various grant programs?
32. What success have you had in attaining grants for various projects in a city?
33. Specifically, what programs have you administered with either state or federal grants?
34. Describe any experiences you may have had in developing and recommending policies to the council relating to growth (e.g., annexation, expansion of utilities, subdivision standards, etc.).

35. In the field of intergovernmental relations, what experience have you had in dealing with:
- a. Councils of government or regional governments
 - b. Neighbor counties
 - c. Neighbor cities
 - d. State agencies
 - e. Federal agencies
 - f. State Legislature
 - g. Congress
36. What legislative committees have you appeared before?
37. In what way have you been an active participant in the activities of the International City/County Management Association (ICMA) and other professional organizations?
38. What is the extent of your experience in the field of public works, and did it cover the following:
- a. Street maintenance and construction
 - b. Operation, maintenance and construction of utilities
 - c. Supervision of construction projects
 - d. Seeking funding
39. What advantage would there be for a city to form a local improvement district (LID)?
40. If you have been involved with the formation of an LID, what cities were involved?
41. What was being constructed or improved?
42. How would you put together a general obligation bond measure?
43. What experience have you had in land use planning and zoning requirements?
44. Why did you apply for this position?
45. What conditions would you set up for accepting the appointment if it were offered?