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EXECUTIVE SEARCH

City Administrator
CITY OF CANBY, OREGON

THE COMMUNITY

The historic city of Canby is an attractive, growing community of almost 17,000 residents located 25 miles south of Portland. The city is bounded by picturesque agricultural lands, three rivers, wide-open spaces and spectacular views of Mt. Hood. Nicknamed “Oregon’s Garden Spot”, the city encompasses 4.5 square miles and is part of the beautiful Willamette Valley located in southwest Clackamas County. The city is easily accessible in the region by Interstate 5, Highway 99E and Interstate 205.

Canby is a close-knit community that offers the amenities of a larger city while retaining its friendly, small-town feel. Settled in 1832, many of the early buildings and homes in the original 24-block town site still exist, along with wide roads, early farmhouses and barns, serving as reminders of Canby’s early pioneer, railroad and agricultural heritage. Today its residents enjoy an enviable quality of life with an abundance of housing options, excellent schools, shopping and entertainment opportunities. Numerous sports and youth activities are available along with recreational options for all ages including hiking, boating, cycling, fishing, golf, and more. Major attractions include the Willamette and

Molalla Rivers, Canby Ferry, Clackamas County Event Center, Swan Island Dahlia Fields, Canby Depot Museum, Vietnam War Memorial, and its’ charming downtown. A wide-range of special events include the Canby Farmers Market, First Thursday, Clackamas County Fair, Canby Independence Day, Slice of Summer outdoor concerts and much more.

Canby’s business-friendly approach has resulted in a diverse and thriving local economy. Its economic base consists of retail and commercial establishments, light industrial, manufacturing businesses, and nursery production. Major employers include Johnson Controls, Pioneer Pump, Shimadzu USA, Kendall Floral, Milwaukie Electronics, ICC Northwest, SR Smith, American Steel, Package Containers, OBC Northwest. The downtown business district is home to commercial businesses, government buildings, financial institutions, medical offices, an eight-screen movie theater with adjacent public parking, and a variety of shops and restaurants.

The area enjoys a banana belt climate with warm and dry summers, mild winters and a long growing season. Its warm-summer Mediterranean climate ranges from an average high temperature of 73 to an average low temperature of 43 degrees. It rains about 41 inches per year, and snow is a rarity.

THE MISSION OF CANBY OREGON

Our mission is to maintain and improve the quality of life and environment for all within the Canby Community.

Canby’s exceptional quality of life and low crime has earned it numerous awards including being named by HomeSnacks.net as the “Best Place in Oregon to Raise a Family in 2019” as well as one of the “Top Ten Best Places to Live in Oregon”. It also was named the “Second Safest City in Oregon” by ValuePenguin.com (for populations between 9,000 and 20,000 residents).

To learn more about the City of Canby, please visit <http://www.canbyoregon.gov>

THE ORGANIZATION

The City of Canby was incorporated in 1893 and operates under the Council-Administrator form of government. The City Council consists of a mayor and six councilors who are elected at-large to serve for two-year and four-year terms respectively. The City Council is responsible for passing ordinances, adopting the budget, appointing committees and hiring the City Administrator, City Attorney and the Municipal Judge. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City.

With a staff of approximately 83 full-time and 49 part-time employees, the City provides a full range of services including: public safety; library; construction and maintenance of streets, parks, cemetery, and wastewater infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review. Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city. Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District.

Telephone, cable, and trash disposal are provided by private businesses.

Canby has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The



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URA is a distinct municipal corporation and its budget is separate from the City.

The City's budget for 2018-19 expenditures totals \$29.4 million.

THE POSITION

The City Administrator is the chief executive of the City and serves at the pleasure of the City Council. The City Administrator has responsibility for all functions except for Canby Utility. The City Administrator directly oversees the Assistant City Administrator, City Recorder, Economic Development Director, Finance Director, Library Director, Planning Director, Public



Works Director, Transit Director, Police Chief and Aquatics Program Manager.

Essential job functions include:

- Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative and personnel policies and procedures.
- Provide management and oversight to the Economic Development Department and Urban Renewal Agency.
- Plan for future development of City infrastructure to service population growth and expansion of public services.
- Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with

power to transfer an employee from one department to another. Provide opportunities for developmental training and performance coaching to employees.

- Direct and confer with executive staff concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption. Administer specific program activities by planning, organizing, and supervising activities; establish and implement, with approval, operating policies and procedures.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions; attend all Council meetings, prepare and present staff reports and recommendations. Represent the City before the media, in legal or administrative proceedings, and to other departments, organizations or entities as required.
- Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interpret, analyze, and explain policies, procedures, and programs. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform all duties as may be prescribed by City Council action. Perform other duties as assigned that support the overall objective of the position. Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council.
- Maintain cooperative working relationships with City staff, other organizations and the general public.

THE IDEAL CANDIDATE

Canby's livability is due to many factors as a small town on the edge of a growing metro area; their small town roots, agricultural heritage, excellent schools, beautiful landscapes, and being a safe city all help to create a living piece of Americana. Canby's people are often found out in their public parks, walking the streets, talking with their neighbors, and otherwise enjoying what they call home.

The Ideal Candidate will be someone who *wants* to become a part of this family friendly community and who will enjoy this lifestyle kind of position.

And that person will be an excellent communicator, willing to be an active participant in the conversation regarding Canby's future. Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City.

Assisting the City Council in choosing policies that will help maintain the City's



small town feel while it grows at a rapid pace is a key issue that impacts the entire community and one that is of concern to many residents. Succession planning within the organization is another key element that the new City Administrator will be addressing as many employees are either eligible to retire now or will become eligible to retire in the next two to five years.

Inherent skills of the Ideal Candidate include being able to bring diverse groups of people to consensus, being a natural collaborator and excellent listener, always being open and inclusive, having strong financial skills, and having the ability to personally engage with the community.

The position requires a Bachelors degree from a four-year college or university in public administration, business management, or closely related field and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head. Must possess a valid Oregon Driver's License or have the ability to obtain within six months. A Masters degree in a related field and previous Oregon experience in a City Administrator/Manager position is desirable.

Per the City's Charter, residency within City limits is also required.

VETERANS' PREFERENCE

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for this City Administrator opportunity with the City of Canby.



SEARCH SCHEDULE

Filing Deadline	May 31, 2019
Preliminary Interviews	June 3 – June 18, 2019
Recommendation of Candidates	June 26, 2019
Finalist Interview Process	July 10, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Any veteran may request veteran's preference. In order to be considered for veteran's preference, you must provide proof of eligibility by submitting a copy of your DD214 or DD215 indicating your discharge status, e.g., honorable discharge (or other than dishonorable discharge). Disabled veterans must supply a DD214 and a public employment reference letter from the US Department of Veteran's Affairs.

The required documentation must be submitted no later than 5:00 p.m. on the deadline (filing) date of the recruitment, in this case May 31, 2019. You may attach the required document(s) to your application, or you may send the document(s) to apply@peckhamandmckenney.com (please include the word "Veteran" in the subject line of your e-mail). Applicants who do not supply the required documentation will not be given veteran's preference.

THE COMPENSATION

The annual salary range for this position is from \$125,000 to \$150,000 and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City provides an attractive benefits package, including:

- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave – 96 hours per year
- Administrative Leave – 55 hours per year
- Participation in Oregon PERS/ OPSRP retirement plan. City makes

the 6% employee contribution in addition to salary

- Medical, Dental, Vision, Ortho
- Life Insurance and Long-Term Disability
- Deferred compensation plan



RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com