

1. 9:00 A.M. Agenda

Documents:

[2021-02-16 Special Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[Feb 16 Interview Questions.pdf](#)

[2021-12-02 Draft AD Interim City Manager.pdf](#)



**CITY OF YACHATS  
SPECIAL CITY COUNCIL REGULAR MEETING  
Yachats OR  
Tuesday, February 16, 2021 at 9:00 am  
To Be Held Via Zoom  
Join Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/82222621997?pwd=bXVPMUdEM2IYTE42RTIvRGo5MnBNUT09>

Meeting ID: 822 2262 1997

Passcode: 130144

One tap mobile

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+16699006833,,82222621997#,,,,\*130144# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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+1 312 626 6799 US (Chicago)

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Passcode: 130144

Find your local number: <https://us02web.zoom.us/j/82222621997?pwd=bXVPMUdEM2IYTE42RTIvRGo5MnBNUT09>

**Regular Meeting**

- I. Interviewing candidates for City Council Vacancy
- II. Interim City Manager Position Advertisement

*The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

*In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted 02/12/2021*

Interview questions to be asked applicants at February 16 Council meeting

What do you view as the three greatest strengths of the community?

What specific skills would you bring to the Council?

Where would you look for guidance when you make a decision about city issues?

What is your understanding of the Council's role in Yachats government?



## CITY OF YACHATS

### Interim City Manager, City of Yachats

**GENERAL INFORMATION:** This position will remain open until filled or until a long-term City Manager is hired. However, first consideration of applications will be February 24, 2021. (References may be contacted prior to this date.) At the City's discretion, materials received after February 24, 2021 may not receive consideration.

The City of Yachats has a Council-Manager form of government. The elected Mayor and Councilors make up the City Council which exercises policy-making, legislative, and budgetary authority. The City Manager is responsible for implementing City Council policy and for directing city operations. Manager duties include acting as Chief Administrative Officer, Chief Financial Officer, Public Works Director, and Budget Officer. Police and fire services are not managed by the city.

The position of Yachats City Manager will soon become vacant. To allow time for the City to locate a long-term City Manager who will be an excellent match for Yachats, Council wishes to now hire an Interim City Manager.

Applicants should be available to serve for at least a four-month period. Additionally, the interim manager will be asked to agree to be available for consultation and assistance to their successor (a new City Manager or other Council appointee), for up to five hours a week for thirty days from the date of the successor's appointment.

The successful candidate must bring a proven track record in municipal government or other public administration. It is preferred that the interim manager possesses experience in employee supervision, budget development and financial management, business administration, and adherence to federal and state regulations.

The Interim City Manager must communicate effectively and maintain cooperative working relationships with Council, staff, community members, and partnering organizations. It is essential that the Interim City Manager consistently demonstrates integrity and professionalism.

Located on the central Oregon coast, Yachats borders lush forested hills to the east and boasts a stunning coastline to the west. Its gorgeous scenery and strong sense of community couple to capture the hearts of many, including the approximately 780 people lucky enough to make up its population, as well as many more who visit the village. Yachats is committed to providing excellent services while maintaining all that makes it special.



## CITY OF YACHATS

The ideal candidate will have at least five years administrative/management experience, including at least three years supervisory experience. A bachelor's degree from an accredited university or college may be useful, but what is really important is a combination of education and experience which ensures the ability to perform the essential functions of the position.

### **QUESTIONS:**

Contact Mayor Leslie Vaaler at [leslie@yachatsmail.org](mailto:leslie@yachatsmail.org) or call 541-547-5489.

**TO APPLY:** Email a cover letter, resume, and at least three professional references to:  
**[leslie@yachatsmail.org](mailto:leslie@yachatsmail.org).**

The City of Yachats grants a preference in hiring to veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, you must include supporting documents with your application.

Under Oregon Public Records law, all applications are subject to disclosure upon receipt.

The City of Yachats is an Equal Opportunity Employer.