

1. 10:30 A.M. Agenda

Documents:

[2021-08-11 Special Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[Working Draft.pdf](#)



**CITY OF YACHATS
SPECIAL CITY COUNCIL MEETING
Yachats OR
Wednesday, August 11, 2021 at 10:30 am
To Be Held Via Zoom**

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/88535956815>

Meeting ID: 885 3595 6815

One tap mobile

+12532158782,,88535956815# US (Tacoma)

+13462487799,,88535956815# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 885 3595 6815

Find your local number: <https://us02web.zoom.us/u/kbrVYpYBNb>

Special City Council Meeting

I. Recruitment and Staffing

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 08/09/2021

WORKING DRAFT OF ADVERTISEMENT

City Manager, City of Yachats

GENERAL INFORMATION: This position will remain open until filled. However, first consideration of applications will be _____. (References may be contacted prior to this date.) At the City's discretion, materials received after this date may not receive consideration.

Located on the central Oregon coast, Yachats borders lush forested hills to the east and boasts a stunning coastline to the west. Its breathtaking 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.

Yachats is a village with a strong sense of its own identity and an active volunteer community. It seeks a City Manager who will help this small community thrive, preserve its unique charm, and protect its natural beauty.

The City of Yachats has a Council-Manager form of government that functions as a team in providing for the health, safety, and welfare of the community. 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, but are provided by Lincoln County Sheriff's Office, Oregon State Police, and Yachats Rural Fire District.

Volunteers serve on committees that include Budget, Finance, Little Log Church & Museum, Trails, Invasive Plant Control, and Emergency Preparedness. Volunteers also make up the commissions: Public Works & Streets; Planning; Parks & Commons; Library. There are many more volunteers than employed staff, and volunteer coordination and support is a major responsibility.

In a small town, the City Manager role requires someone who is flexible enough to multi-task, and willing to lead and be involved in projects which are often delegated in larger communities. The chosen candidate will demonstrate a willingness to coordinate many essential areas: finance, accounting & budget; grants and contracts; infrastructure maintenance; water and sewer delivery services; code enforcement; streets, traffic and parking issues; visitor amenities; negotiation with county and state officials; organization and communication with commissions and committees, city office staff, businesses, and citizens.

The preferred candidate will be an excellent communicator who listens openly to various opinions; who can help people in conflict come together for shared common goals; and who is flexible enough to entertain shifting options and priorities, as context and circumstances change.

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.

COMPENSATION AND BENEFITS: Salary depending on qualifications; Oregon PERS (retirement system); Family, Medical, Dental, & Vision Insurance; Long-term disability insurance; paid holidays, vacation, and sick leave.

QUESTIONS: Contact Mayor Leslie Vaaler at mayor@yachatsmail.org.

TO APPLY: Email a cover letter, resume, and at least three professional references to: mayor@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.