

1. 9:30 A.M. Agenda

Documents:

[2021-09-02 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[Letter To Council - Moore.pdf](#)

[2-LOC April 2019 Guide-RecruitingCityAdministrator 11-12.Pdf](#)

[3-LOC April 2019 Guide-RecruitingCityAdministrator 14.Pdf](#)

[4-LOC April 2019 Guide-RecruitingCityAdministrator 23-31.Pdf](#)

[5-LOC Sept 2018 FAQonVeteransPreference9-21-18.Pdf](#)

[6-City Manager Listing \(August, 2021\).Pdf](#)

2.I. Additional Document

Documents:

[1- City Manager Recruitment 9-2-2021.Pdf](#)



**CITY OF YACHATS  
CITY COUNCIL WORK SESSION & COUNCIL MEETING**

Yachats OR

**Thursday, September 2, 2021 at 9:30am**

**To Be Held Via Zoom**

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/88376972670>

Meeting ID: 883 7697 2670

One tap mobile

+12532158782,,88376972670# US (Tacoma)

+13462487799,,88376972670# 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: 883 7697 2670

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

**Work Session**

**I. Council expectations for and commitment to Code Enforcement**

*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 Revised 08/27/2021

## Regular Council Meeting

- I. Announcements, Correspondence, Proclamation
- II. Public Comment: **Topics not listed on the agenda**  
5-minute limitation per person
- III. New Business
  - a. Drought update and water restrictions
  - b. Ocean View Drive update: progress on planned installation of guardrails, deliniators, and signs; Discussion of any further desired improvements
  - c. Discussion and adoption of hiring procedures, standards, criteria, and policy directives for City Manager hiring (The public will have a chance to comment.)
- IV. City Manager report
- V. Other Business
  - a. From Mayor
  - b. From Council
  - c. From Staff

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TO: Mayor and Council members, Yachats City Council  
FROM: W. John Moore, Yachats Mayor 2019-2020  
RE: City Manager Position

Last Fall, Greg Scott, Leslie Vaaler and Ann Stott all campaigned on a commitment to listen to the citizens of Yachats. Thus far, you have ignored their wishes when it comes to the City Manager position.

On May 21, 2019, 71% of the voters in the City of Yachats approved a Charter amendment creating the position of a City Manager to manage the City of Yachats. The Council is directed to hire the City Manager, set policy for the City, approve the Budget for the City, and let the City Manager manage the operation of our City. You need to do that.

The Charter indicates clearly that ALL City staff members report to the City Manager, and that the Manager is the one designated to hire City employees and set their compensation level within the budget approved by Council. The only exception to that policy is that the Council does have final approval authority for hiring employees until such time as a permanent manager is hired. Some of you have personally directed some of our City Managers this year regarding personnel issues – you do not have the right to do that, and that needs to stop once a permanent city manager has been hired.

One of you frequently states that “Yachats is different” and thus does not need to follow the same guidelines as other cities in Oregon. Certainly Yachats has a different personality than many other communities, but we are still legally bound by the exact same laws of the State of Oregon and the Federal government that all 282 Oregon cities are bound by. It is imperative that we hire an experienced and highly qualified individual as City Manager, and that our City Councilors stay out of their way and let them do the job you hire them to do.

- Public employers are required to provide qualifying veterans and disabled veterans with preference in employment in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230, and 408.235. Local ordinances or policies might also require the council to give preference to other candidates. The veterans preference laws and the interplay of those laws with other local preferences has been the subject of litigation and legislation. Consequently, the law in this area is constantly evolving and cities should work closely with their legal counsel and human resources professional to ensure the city is complying with the law.

### **Step 7. Background Checks**

Time Required: three to four weeks depending on the number of candidates and who performs the checks

- Background checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive and time-consuming process if done well. However, time and money spent during this step will save in the long run by avoiding travel costs for interviewing unqualified finalists. A minimum of three weeks is normally necessary to complete background checks. The city may wish to contract for additional information from a reliable source on items such as degree verification, credit history and criminal history.
- Note: It is perfectly acceptable to conduct background and reference checks for only the finalist(s) the city is actually considering appointing. Many applicants do not want to alarm their communities with a possible resignation unless the appointing community is seriously considering a job offer.

### **Step 8. Interviews**

Time required: three weeks; allow two weeks' notice to fit interviews into applicants' schedules.

- Prior to the interviews, the council may wish to send the applicant additional information about the city, such as the budget, audits, comprehensive plan, charter, etc. Occasionally applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.
- Some councils choose to conduct telephone interviews to narrow the list of finalists prior to the in-person interviews. If the council adds this step, only appropriate questions may be asked. Prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not to arrange tours, etc. It is common for a city to pay transportation costs, meals and lodging for interviewees. Many cities arrange tours of the community and facilities for candidates prior to the interview.

- The entire council should interview the finalists. Consensus is important in selecting an administrator. Consensus is not likely to be achieved if only one or two people conduct the interviews and inform the rest of the council of the selected candidate.
- Interviews should be scheduled as close together as possible—preferably the same day—in order to assure equal treatment of all candidates. Job-related questions should be prepared in advance and asked of all candidates. The administrator profile is useful in deciding which questions to ask and in evaluating responses. See Appendices D through F for interviewing techniques, sample questions and an interview rating form.
- If the council is not able to select a new administrator following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the city may want to pay expenses for the candidates' spouses to accompany them.

### **Step 9. Deliberations, Selection, and Negotiation**

- When the city selects its preferred candidate, there are still several decisions to be made. Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The council should also be prepared to discuss an employment contract with the new administrator, or appoint one of its members to represent the council in those discussions.
- Other finalists should not be rejected until the city has reached a final agreement with the successful candidate. Negotiations between the city and its top candidate occasionally break down, requiring the city to turn to another choice. Occasionally, there will only be one finalist who meets the city's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.
- The city may want to have their city attorney prepare a draft contract for council review prior to beginning negotiations.
- Most administrators will require a minimum of 30 days to give notice to current employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.
- As soon as the new administrator has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix H.

## Appendices

### **Appendix A: Selection Process Checklist (for council use)**

<b>Steps</b>	<b>Estimated Time Required</b>	<b>Assigned To</b>	<b>Targeted Completion Date</b>
1. Define position and develop profile			
2. Prepare advertisement and review salary range			
3. Decide where to advertise			
4. Prepare and send acknowledgement letters			
5. Screen applicants			
6. Determine applicant's veteran status and apply preference points for qualified veterans			
7. Conduct background and reference checks (if conducted before interviews)			
8. Select candidates and conduct preliminary phone interviews (if desired)			
9. Select candidates for interview			
10. Determine level of reimbursement for candidate (travel, lodging, meals, spouse expenses)			
11. Select top candidates			
12. Negotiate with top candidates			
13. Make hiring decision			
14. Issue press release/announcement regarding selection of new administrator			
15. Advise any candidates still in the selection process that a new administrator has been selected and has accepted			
16. Welcome the new administrator			

## **Appendix D: Interview Guidelines**

Prior planning and organization are the keys to ensuring a successful interview. The interview process should be well-organized and the setting comfortable. All members of the council should participate, but one discussion leader should be designated. Only appropriate interview questions should be asked. It is a good idea to have your city attorney conduct a legal review of the questions to be asked.

During both formal and informal meetings between the council and the finalist, discussions and questions should focus on the criterion for the position that were established at the outset of the recruiting process. The council may choose to supplement the usual discussion between council members and finalists by inviting staff, community leaders or technical experts to participate. For example, finalists may meet with department heads or other staff to review departmental operations in more detail or to receive a tour of the local government.

The interview panel should plan on at least one hour for each candidate. It is difficult to pursue a range of questions in less time, and it is in your best interest to maximize the interview time with the candidate who may have traveled some distance for the meeting. Individual meetings will probably take less time.

A final guideline, regardless of which interview technique is used, is that the council should continue to avoid impulsive action and should take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, the interview process and related follow-up activities should move forward as promptly as possible so as not to lose momentum or cause desirable applicants to have second thoughts.

Just as with other steps in the hiring process, when the council or a subcommittee of council conducts the interviews, those interviews must occur in a meeting open to the public, unless the council or subcommittee has satisfied the requirements in ORS 192.660(2)(a) to conduct interviews in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session.



## Appendix E-1: Suggested Interviewing Techniques

The following are some *do's* and *don'ts* when interviewing candidates. Remember, the law does not always prohibit employers from obtaining all the information about a candidate they deem important, as long as the questions are job-related and do not elicit information that could be used for discriminatory purposes.

### Do ...

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Create a comfortable atmosphere. Remember, you are trying to impress the candidate as well as the candidate attempting to impress you.

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Let the applicant do most of the talking.

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Question objectively. Questions should be job-related and consistent from one applicant to the next.

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Ask questions that require more than a yes or no answer. Use general or open-ended questions.

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Avoid unduly sympathetic or unsympathetic words, gestures or facial expressions which would make the candidate think you agree or disagree with his/her answers.

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Avoid posing a problem or situational question combined with possible solutions. Let the candidate generate his/her own solution.

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Develop questions based on earlier statements made by the candidate or information provided by the applicant in his/her resume, application or other source.

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Ask questions designed to encourage the candidate to reveal his/her knowledge and opinions.

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Avoid "trick" questions.

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Avoid displaying your personal opinions or viewpoints through the questions you ask.

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Listen attentively to every question asked and every answer given. Maintain eye contact with the candidate while he/she is speaking to show that you are listening.

### Don't ...

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Let early biases form. Finish the interview job before forming a final opinion of the candidate.

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Ask unnecessarily long questions or do most of the talking. Remember, you want to learn about the candidate, not share your own views.

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Let the candidate digress beyond the point of answering the question satisfactorily or showing that he/she is unable to answer the question.

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Ask stress-producing questions which are not relevant or job-related. Delicate questions of this type should be pre-planned and should not be used to humiliate the candidate. Remember, if you like the candidate, you want to ask questions that would encourage him/her to accept the job.

**Areas that cannot be inquired into with candidates any part of the recruitment and hiring process are:**

- Marital status
- Age
- Family composition/issues – such as children/daycare
- Sexual orientation
- Disability or illness or medical conditions or absences due to illness
  - You may inquire if the person can perform specific duties, but you can't inquire of disability or at this stage probe beyond applicant's answers regarding ability to perform a duty.
- Financial such as home ownership, debts (a credit check in compliance with applicable laws should be conducted as part of the background and reference checking<sup>2</sup>)
- Political affiliation
- Religion
- Race/national origin/ethnic

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<sup>2</sup> By default, credit checks are prohibited unless an exception applies. The position of city administrator may qualify under the “substantially job-related exception.” See OAR 839-005-0080. Before obtaining credit history information, the city should determine whether the position qualifies under the exception and obtain appropriate authorization from the applicant.

## Appendix E-2: Sample Interview Questions

The following lists some suggested interview questions. Of course, the questions you choose to ask should be custom-fit to your entity's particular needs and circumstances. Typically, 15 to 20 well-planned questions will create sufficient responses for an hour-long interview.

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?

46. What will your first steps be upon assuming responsibility in this position?

47. What would you hope to accomplish in the first year?

## Appendix F: Sample Oral Interview Rating Form

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Applicability of experience to the city's challenges					
Involvement in all phases of local government operations					
Depth of experience					
Degree of responsibility in previous positions					
Level of education - college or advanced degree					
Specialized training					
Keeps updated on new technology, management techniques and advancements					
Ability to transmit ideas clearly					
Ability to organize ideas, summarize and express them with confidence					
Non-verbal communication skills (e.g., physical, eye contact)					
Ability to work with others					
Ability to make decisions					
Openness to alternative approaches					
Individual type of leadership fits with the city					
Fits your idea of individual for the position					
Manner in which applicant presents him/herself					

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Personality traits in relation to personality of city					
Approach to news media					
Possible to blend in the organization					
Understanding of mechanics of budget					
Grasp of financial administration					
Formation of Local Improvement Districts					
Ability to work with scarce resources					
Experience with personnel problems					
Ability to delegate responsibilities					
Training and employee motivation					
Overall knowledge of community growth problems					
Experience in downtown/urban development					
Dealing with community development and/or urban renewal					
Knowledge of street maintenance and construction practices					
Knowledge of operation, maintenance and construction of utility services					
Knowledge of public works administration					
Knowledge of application and administration process					
Track record in obtaining grants					
Experience in working with other governmental agencies					

COMMENTS: (Special observations/notes during interview)





LEAGUE OF OREGON CITIES

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# FAQ on Veterans Preference

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SEPTEMBER 2018



## FAQ – Advantages Given to Veterans in Public Employment

Public employers in Oregon are required to give both veterans and disabled veterans certain preferences in their hiring and promotion processes. A veterans' preference was established at the federal level shortly after the Civil War and has been required under Oregon law since the 1970s. Laws providing preferences to veterans in public sector hiring and promoting practices exist for three reasons:

- (1) To prevent veterans from being penalized for their time in military service;
- (2) To recognize the economic loss suffered by citizens who have served their country; and
- (3) To restore veterans to a favorable competitive position for government employment.

The enhanced preference for disabled veterans is an attempt to acknowledge the larger obligation a community owes these men and women for their service.

The purpose of this FAQ is to answer those questions most frequently asked of the League regarding Oregon's veterans' preference laws. Please note that the following information is intended to provide city officials with a starting point for understanding Oregon's veterans' preference laws. It is not a substitute for legal advice. LOC members with further questions are encouraged to consult with their city attorney or contact CIS. The attorneys and human resource experts at CIS have additional resources and tools that allow League members to understand and comply with the veterans' preference laws.

### 1. Who is a Veteran Under Oregon's Veterans' Preference Law?

A veteran is a person who served on active duty with the Armed Forces of the United States who meets the following requirements:

- Served on active duty:
  - For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
  - For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
  - For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
  - For a period of 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or
- Received a combat or campaign ribbon or an expeditionary medal for service and was discharged or released from active duty under honorable conditions; or

- Is receiving a nonservice-connected pension from the United States Department of Veterans Affairs.<sup>1</sup>

## **2. Who is a Disabled Veteran Under Oregon's Veterans' Preference Law?**

A disabled veteran is:

- (1) A veteran who has a disability rating from the United States Department of Veterans Affairs;
- (2) A veteran whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; or
- (3) A veteran who was awarded the Purple Heart for wounds received in combat.<sup>2</sup>

## **3. What is a Civil Service Position?**

A civil service position is any position for which a hiring or promotion decision is made or required to be made based on the results of a merit based, competitive process that includes, but is not limited to, consideration of an applicant's or employee's relative ability, knowledge, experience, and other skills.<sup>3</sup>

## **4. When Does a Public Employer have to Apply a Preference in its Hiring or Promotion Process to a Veteran or Disabled Veteran?**

ORS 408.230 requires public employers to give preferences to veterans and disabled veterans who apply for a vacant civil service position or promotion if the veteran successfully completes an initial screening, application examination or civil service test for the position with a passing score *and* meets the minimum qualifications and all special qualifications for the position.

## **5. How is a Preference Given to Veterans and Disabled Veterans?**

ORS 408.230 requires that a preference be given to qualified veterans and disabled veterans at each stage of an application process.

- For an initial application screening used to develop a list of persons for interviews, the employer shall add five preference points to a veteran's score and ten preference points to a disabled veteran's score.
- For an application examination, *given after the initial application screening, that results in a score*, the employer shall add preference points to the total combined examination score without allocating the points to any single feature or part of the examination. The

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<sup>1</sup> ORS 408.225(f).

<sup>2</sup> ORS 408.225(c).

<sup>3</sup> ORS 408.225(a).

employer shall add five preference points to a veteran's score and ten preference points to a disabled veteran's score.

- For an application examination that consists of an interview, an evaluation of the veteran's performance, experience or training, a supervisor's rating or any other method of ranking an applicant that *does not result in a score*, the employer shall give a preference to the veteran or disabled veteran. Any employer that uses this type of application shall devise and apply methods by which the employer gives special consideration in the employer's hiring decision to veterans and disabled veterans.

## **6. Does a Public Employer have to Interview Each Veteran or Disabled Veteran that Applies for a Position or Promotion?**

Not necessarily.

First, ORS 408.237 requires public employers to interview every single veteran who the employer determines meets the minimum qualifications and special qualifications for the open position *and* who submits application materials that the employer determines demonstrate sufficient evidence that the veteran has the transferable skills required and requested by the employer for the open position.

- If a veteran does not meet the employer's identified qualifications, the veteran does not have to be interviewed.
- Veteran applicants can be ranked in comparison to other applicants prior to the interview stage of a hiring or promotion process. Regardless of where they are in the rankings, if a veteran meets the minimum and special qualifications for the open position, he or she must be granted an interview.

Second, the requirement to interview all veteran applicants for an open position does *not* apply when the employer selects applicants for employment from a pre-established eligibility list of pre-qualified candidates who have been ranked through a test, or series of tests, and who will be considered and hired for the position in ranked order. The Oregon Bureau of Labor and Industries notes the types of eligibility lists described herein are "most commonly used by public employers that fill vacant positions on a regular and recurring 'as needed' basis from a pre-existing list of pre-qualified applicants, such as law enforcement and fire protection applicants who have been ranked and placed on an eligibility list based on their test scores."<sup>4</sup>

Best practices suggest that employers should include a concise list of *all* minimum and *any* special qualifications required for an open position in the job description and job announcement.

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<sup>4</sup> Application of the Veteran's Preference in Public Employment Law, Guidance for Public Officials, Oregon Bureau of Labor and Industries.

## **7. What is a Transferable Skill?**

A transferable skill is defined by ORS 408.237 to mean a skill that a veteran has obtained through military education or experience that substantially relates, directly or indirectly, to the public employer's open position. Public employers can consult with the Oregon Military Department or the Department of Veterans Affairs to determine if military education or experience produces a transferable skill.

## **City Manager, City of Yachats**

**GENERAL INFORMATION:** This position will remain open until filled. However, first consideration of applications will be August 30. 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 four 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 the Yachats Rural Protection Fire District.

Volunteers serve on committees that include Budget, Finance, Little Log Church & Museum, Trails, 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 and 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.

**QUESTIONS:** Contact Mayor Leslie Vaaler at [mayor@yachatsmail.org](mailto:mayor@yachatsmail.org).

**TO APPLY:** Email a cover letter and resume to: [mayor@yachatsmail.org](mailto: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.

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## **Qualifications**

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.

The mayor has consulted with the city attorney about making the City Manager applications available for review by Councilors. It is recommended that the physical files be available at City Hall and Councilors come in and review them personally. This reduces the opportunities for confidential materials to escape into the public without a purposeful decision by the City to release the records. Anyone that comes into contact with application materials should be aware that the release of the information needs to be a City decision, directed by our City Manager Pro Tem.

The mayor has received guidance from the city attorney about holding an executive session for discussion of the candidates. This requires the governing body to have adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on them. The mayor has been advised that while this *may* have already happened in past meetings, Council should fill in any gaps at our September 2 meeting, clarifying the hiring process. We should adopt any missing standards, criteria or policy directives. For example, we should adopt a clear screening process for how candidates are selected for an initial interview and how they are then to be evaluated. The public must be given the opportunity to comment.

Our attorney flagged the veterans' preference issue as one with which we should be extremely careful if we have qualified veteran applicants, and he noted that scoresheets and a point system should be used.

Following are selected pages of the League of Oregon Cities 2019 *Guide to recruiting a city administrator*, the League of Oregon Cities 2018 *FAQ on Veteran's Preference*, and our advertisement for the City Manager position.