



Assistant City Manager



Innovative and skilled collaborative leaders are invited to apply.

BeavertonOregon.gov/Jobs

The Beaverton Community

Located in the heart of the Tualatin Valley, midway between Mt. Hood and the Oregon coast, Beaverton combines the best of a big city and the peaceful surroundings of a small town. Just seven miles west of downtown Portland, Beaverton is Oregon's sixth largest city and the second-largest incorporated city in Washington County.

Beaverton is home to more than 97,500 people of all ages and backgrounds and is one of the most diverse cities in Oregon. One in three residents identifies as a person of color, roughly 20 percent were born outside of the U.S., and more than 100 languages are spoken in the Beaverton School District. This richness of cultural diversity is what makes Beaverton such a vibrant city.

Filled with eclectic charm, downtown Beaverton is a collection of mid-century shop fronts, turn-of-the-century landmarks and the latest in mixed-use development. A new center for the arts with a large performing space recently opened, and opportunities abound for shopping, entertainment, and exploration beyond the city's core.

Through a partnership with Tualatin Hills Parks and Recreation District, Beaverton residents enjoy outdoor activities and recreation opportunities. With more than 100 parks encompassing 1,000 acres, every home in Beaverton is within a half-mile of a park. The city has 30 miles of hiking trails and a 25-mile network of bike paths. Within an hour's drive, there are many more natural areas and opportunities for recreation, including ski slopes to the east and ocean beaches to the west.

Beaverton's neighborhoods offer more opportunities for residents to have fun and make an impact on the community. From outdoor concerts to art, multicultural festivals and celebrations, Beaverton's annual events bring the community together.

Welcoming residents and visitors alike, Beaverton is eager to share all that makes it the best of Oregon.



Beaverton's Strategic Goals

Economic prosperity
Quality infrastructure
Environmental sustainability
Community wellness and fun

A welcoming community
Good government
Safety
Housing

City Departments

The City of Beaverton is comprised of the City Manager's Office, seven departments, and various divisions which are responsible for a wide variety of public services.

City Attorney's Office

The City Attorney's Office provides responsive, high-quality and cost-effective legal, risk and records management services to the city council, city staff and all the city's departments, agencies, and boards and commissions.

Community Development

The Community Development Department ensures our community's long-term livability through a quality business environment, strong neighborhoods, well-built infrastructure and buildings, wonderful spaces and places for our community to gather, revitalization of our downtown core, and improved mobility throughout the region.

Finance

The Finance Department preserves the city's financial integrity and ensures the timeliness of financial information, the adequacy of internal accounting and budgetary controls, and the safekeeping of the city's assets.

Human Resources

The Human Resources Department develops, implements and coordinates programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations.

Library

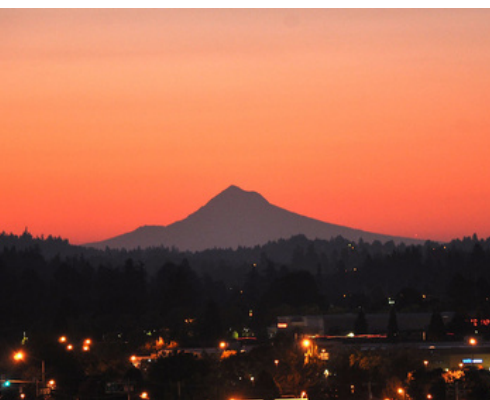
Beaverton City Library, the second busiest library in the state, serves a population of approximately 142,000. Each month, more than 84,000 people visit the library to check out nearly 300,000 items. The library has two facilities, each open seven days per week.

Police

The Beaverton Police Department is committed to maintaining a safe community with rapid response, skilled investigators and proactive collaboration with our residents.

Public Works

The Public Works Department maintains and ensures the long-term integrity of the city's infrastructure and fosters effective partnerships to deliver high quality services that are responsive to customer needs.



Candidate Profile



The City of Beaverton is seeking two Assistant City Managers. These are new positions resulting from a change to a Council-Manager form of government in 2021. The Assistant City Manager reports directly to City Manager and provides executive-level leadership, administration, and direction to assigned city departments and divisions. The Assistant City Manager acts in place of the City Manager when assigned. The incumbent is expected to be a thought leader, visionary, intelligent communicator, city advocate and liaison to other departments and external partners.

This dynamic and accomplished executive partners with the City Manager and departments in the achievement of Council goals and priorities while applying a framework of fairness, equity and inclusion to the city's operations.

The Assistant City Manager is a visible member of the city and must uphold the highest standards of conduct and integrity. This ethical leader is technically savvy, has a deep understanding of the city's practices, is politically astute and knowledgeable of laws and regulations governing the city's work.

Each incumbent will supervise a portfolio of departments and divisions assigned by the City Manager. Current portfolio assignments include:

- **Assistant City Manager A** – Community Development, Public Works, Finance, Facilities Management, and Environmental Programs
- **Assistant City Manager B** – Library, Information Services and Technology, Municipal Court Administration, City Recorder's Office, Emergency Management, and Public Engagement and Communications

Beaverton Quick Facts

Type of government:
Council/City Manager
Annual budget (FY 2022-23):
\$419 million
City staffing: 646.26 FTEs

Council members: 7 (one full-time Mayor and six part-time Councilors)
Type of voting: At-large
Election terms and limits: 4 year terms with term limits (3 terms)

Budget information can be found at <https://www.beavertonoregon.gov/525/Budget>

Qualifications

A bachelor's degree from an accredited four-year college or university with major course work in public or business administration, public policy, finance, or a related field. Six years of progressively responsible administrative or staff experience in municipal government including four years of increasingly responsible management experience.

Certification as an ICMA-Credentialed Manager and possession of a master's degree related to finance or administration are highly desirable. The city will consider any combination of education and directly related work/life experiences that provide the required knowledge, skills, and abilities to perform the job.

Extensive reference checks, education verification and background check will be administered prior to job offer.

The City of Beaverton is committed to supporting a culture of accountability, equity and inclusion for all, especially marginalized groups. We pledge to continue the ongoing, difficult and essential work needed to address institutional racism and historical inequities in all forms.

Research has found that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The city's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We therefore encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.



Compensation

Salary

\$142,597- \$191,100 annually (DOQ)

Retirement Program

Oregon PERS: employee and employer contributions paid by city

Medical/Dental/Vision Insurance

Employee coverage paid 90-100% by city based on options; dependent coverage available with zero or minimal employee contribution to premium, based on plan

Long-term Disability

Fully paid by city

Life Insurance

Employee Life \$50,000 paid by city

Accidental Death and Dismemberment

\$151,000 paid by city

Paid Holidays

11 paid days per year

Personal Time Off

Accrue 37 days per year

Medical Leave

Accrue approximately seven days per year

Other Benefits

Option for voluntary employee-paid contributions to a 457 Deferred Compensation Plan, VEBA, Flexible Spending Account. Supplemental Life, Short Term Disability and Accident Insurance.



To apply

Applications will be accepted electronically through the City of Beaverton's applicant portal: www.BeavertonOregon.gov/Jobs. Applicants will need to complete a brief online form and provide a cover letter and resume.

The City of Beaverton is an equal opportunity and inclusive employer. All qualified persons, including women, minorities and veterans, are invited to apply.

Questions

For more information or questions regarding the City of Beaverton or the Assistant City Manager positions, please contact Mary Rowe at Workplace Results LLC: Mary@workplaceresultsllc.com or 503-318-2705.

Important dates

Application review will begin immediately; first review of applications will take place October 17, 2022. Candidates who meet minimum qualifications may be asked to provide additional written information about their background and leadership experience.

The first round of interviews is tentatively scheduled for mid-November. Final interviews are tentatively scheduled for late November/early December.



12725 SW Millikan Way

Beaverton, OR 97005

503-526-2200

www.BeavertonOregon.gov/jobs