



# City Manager







## The Position

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City working under the policy direction and goals of the City Council. The City Manager prepares the annual recommended budget for consideration and provides Council with information on future operational needs, policy matters, and regulatory requirements.

The City Manager directs the day-to-day administration of the City through Department Directors, who manage City government operations based on City Council direction, state and federal law, and City ordinances. The Manager pursues intergovernmental relations and partnerships and promotes and sustains community relationships. Additionally, the City Manager facilitates public outreach and effective communications.

The City Manager is the Chief Executive Officer of three separate municipal corporations – the City of Salem, the Salem Urban Renewal Agency, and Salem Housing Authority. The lines of business are as varied as the needs of the community. The members of the City Council serve as the governing bodies for each of these corporations. The City Manager reports to the boards and is their only employee.

## The Priorities

- Build strong, positive relationships with the Mayor, City Council, and City staff. Establish clear expectations, promote clarity around roles, and ensure consistent and transparent communication throughout the organization.
- Collaborate with City Council and staff to advance City Council priorities through an annual policy agenda. Ensure finances and resources align in order to prioritize the time, energy, and investments that lead to equitable outcomes and support the greatest impact on the community.
- Continue to ensure financial stability. Develop sustainable budgets, maintain fiscal accountability, and plan for the long-term. Work to understand and communicate the financial impacts of Council goals and priorities and make difficult but necessary decisions to balance fiscal reality with the City's needs.
- Support an ongoing enterprise-wide approach that fosters organizational alignment and consistency. Build an environment of trust and cross-departmental cooperation, support open and reflective decision-making, and leverage the team's collective knowledge and power to bring greater impact to City initiatives.
- Emphasize recruitment and retention and encourage employee growth and development. Support a culture of opportunity focused on employee engagement, training, development, succession planning at all staff levels.
- Provide proactive communication to the community. Continue to offer clear information, educate and inform, and ensure transparency and visibility on projects and initiatives.



## The Successful Candidate

The new City Manager is a strategic thinker who easily sees the big picture and long-term vision for the City. The successful candidate represents Salem with integrity and effectively advocates for fundamental, sustainable services. The City Manager is a forward-thinking leader with an open mind and eye toward addressing high-priority community needs. The ideal candidate leans in on complex issues, including climate change, equity, affordable housing, and homelessness, and supports sound decisions while maintaining the flexibility to meet the changing, growing needs of the community.

Deeply valuing honesty and transparency, the successful candidate brings highly developed communication skills and navigates political relationships with ease. The City Manager enjoys the Council-Manager form of government, has a strong history of developing collaborative relationships with elected officials, and effortlessly partners with the Mayor and City Council to provide sound advice, guidance, and information. Furthermore, the ideal candidate is confident yet humble and reflective, with a willingness to respectfully encourage the City Council and community to consider challenging policy decisions as needed.

With an enterprise-wide approach, the City Manager maintains effective working relationships and continues to build a responsive, equitable, and strategically collaborative organization. The ideal candidate builds trust, leads and empowers staff, and promotes a culture that encourages an ongoing commitment to collaboration. The City Manager supports creativity and innovation in alignment with a shared vision and brings their own set of diverse experiences that add value and perspective while complementing and supporting a highly effective and engaged Executive Leadership Team.

With proven emotional intelligence, the City Manager values diversity of thought, willingly engages in complex conversations, and serves as a catalyst for broad Citywide discussions. The City Manager recognizes the importance of following through on established goals and initiatives while hearing, balancing, and respecting a variety of views during the decision-making process. Known as a natural convener and collaborator, the successful candidate recognizes the importance of relationships and partnerships at all levels and actively supports effective communication throughout the organization.

The successful candidate believes in keeping the community well informed and embraces multiple methods of communication to routinely update the public on City services, goals, projects, and initiatives. Importantly, the City Manager maintains an understanding of the issues affecting Salem and leverages that knowledge to drive decisions.

## Qualifications

Ideally, ten years of progressively responsible experience in municipal government, including at least seven years of administrative or leadership responsibility. A successful track record as a City Manager or Deputy/Assistant City Manager with prior experience in a similar size, full-service city is essential. Experience with a growing, diverse community along with a genuine interest in collaborative problem solving is ideal. Strong managerial expertise, along with the ability to work closely with the City Council, is required. A sound financial background with a strong understanding of budgets and financial management is expected.

A Bachelor's degree is required with an advanced degree in Public Administration, Business Administration, or a related field preferred. Once appointed, the City Manager must reside in the City of Salem.





## Inside The Organization

Salem operates under the Council-Manager form of government. The volunteer, non-partisan City Council consists of the Mayor and eight City Councilors, each representing one of the eight designated Wards of the city. Councilors serve a four-year term, with half of the Councilors standing for election every two years. The Mayor stands for election in all eight wards and serves a two-year term. The Mayor and City Council develop the policies that direct the operation of the city.

A full-service City, Salem has eight primary departments: Community Development, Finance, Fire, Enterprise Services, Legal, Police, Public Works, and Urban Development. Several departments also have functional divisions within their department. The City has five labor unions and employs 1,290 talented and dedicated staff members. The Urban Renewal Agency and the Salem Housing Authority are separate municipal corporations. The Agency contracts with the City for services and the Authority is led by the Housing Administrator within the Urban Development department.



The [Adopted FY 2022 Budget](#) of \$674.9 million reflects an ongoing commitment to provide valued services for the community with a foundation of fiscal health and stewardship. The [Salem Strategic Plan](#), adopted by City Council in October 2017 and updated in 2021, articulates the mission, vision, values, and goals of the City organization. Council's policy guidance and the City's budget are organized around six broad result areas of: safe and healthy community; welcoming and livable community; strong and diverse economy; safe, reliable, and efficient infrastructure; natural environment stewardship; and good governance.

To achieve measurable progress in each of these areas, the City engages others and relies on partnerships with residents and businesses in the community who volunteer their time and support to the Salem community. In some policy issue areas of interest to Council and the community, the City relies on the expertise, capacity, and resources of local utilities, educational institutions, and State agencies to achieve broader outcomes.

Through its annual City Council Policy Agenda, City Council makes its initial priorities for action clear to staff and the community and provides direction on aligning resources towards the Strategic Plan Policy areas through the City's budgeting process.

### **2022 City Council Priority Areas**

- Responding to our Sheltering Crisis
- Planning for Our Future
- Engaging our Community
- Sustaining Infrastructure and Services



## The Salem Community

Located in the lush Willamette Valley, Salem is the capital city of Oregon with a population over 170,000. Centrally located, Salem is 47 miles south of Portland and an hour from the Cascade Mountains to the east and an hour from the ocean beaches to the west. Salem is an exceptional community for living and working with exciting new and comfortable well-established neighborhoods and carefully preserved historic buildings. Salem was ranked by Livability.com as 2021's Top 100 Best Places to Live. Many who live in the Salem area do so because of its family-friendly ambiance and small-town feel.

Salem is in the midst of sustained, steady growth with a forecasted population increase of 60,000 over the next 15 years. Residents represent many cultural and religious groups from around the World resulting in a vibrant and diverse community. Ongoing preservation of historic downtown buildings, along with a downtown core master plan for residential and commercial development, ensures managed growth.

Salem boasts a long tradition of supporting both its unique historical attractions and its cultural arts. This tradition includes non-profit theater, music, dance, literature, art associations, historical museums, and locally owned and operated for-profit art galleries. Salem's Riverfront Park, with its outdoor amphitheater, hosts a variety of events and is home to Salem's Riverfront Carousel and Gilbert House Children's Museum.

Outdoor enthusiasts take advantage of the City's more than 2,100 acres of parkland and enjoy a wide range of activities from golfing to cycling, to fishing and boating, or just enjoying picturesque settings and the abundance of wildlife. Salem earned bronze Bicycle Friendly Community and was ranked by Bicycle Magazine as one of the top 50 cities in the U.S. for biking. Sports enthusiasts and families can enjoy minor-league baseball at the Salem-Keizer Volcanoes Stadium or catch the Cascade Surge Soccer team at McCulloch Stadium in the 100-acre Bush's Pasture Park. Wallace Sports Complex regularly hosts local, regional, and national softball and soccer competitions and other sporting events, bringing in over \$3.5 million to the local economy.

While the State of Oregon is Salem's largest employer, the City also has a wide range of industries and private employers. The City's largest private employer, Salem Hospital, offers top medical services and is currently undergoing a \$210M expansion. The addition of high-tech to the local economy has provided steady growth in manufacturing. Other industries include trade, transportation, utilities, agriculture, food and beverage processing, education, health services, and professional and business services. Major private employers include Kettle/Campbell Foods, Garmin, Yamasa, T-Mobile Call Center, and Amazon.

The Salem area has an excellent K-12 school system, the second largest in Oregon, educating over 41,000 students daily. In 2018, the community passed a \$617M bond for school improvements throughout Salem-Keizer. The Grammy Award winning music programs and high-performing athletes make the district unique. A number of parochial and private schools also fulfill the educational needs of Salem area families. Located within an hour of Salem are several universities, colleges, and vocational schools that provide undergraduate and graduate programs as well as workforce training. Salem area is home to Western Oregon University, Willamette University, Corban University, and Chemeketa Community College.

### Quick Facts

- **Population:** 175,535
- **Median Household Income:** \$55,920
- **Median Home Value:** \$242,800
- **Median Age:** 35.9

*All demographic information was sourced from the 2020 U.S. Census Bureau.*







## Compensation

The City Manager contract is at the discretion of the City Council with an expected hiring range of \$220,000 – \$250,000 and will depend on the qualifications of the successful candidate. The City provides an excellent benefits package. Please review details [here](#).

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## How to Apply

The City of Salem invites individuals of all diverse communities and backgrounds to apply as we strive to provide the best service to everyone. The City is committed to providing equal employment opportunities to all and has a culture that values diversity, equity, and inclusion. We believe that by welcoming differences, encouraging new ideas and views, listening to, and learning from each other, we are better able to serve the community.

Applications will be accepted electronically by Raftelis at [raftelis.hire.trakstar.com](https://raftelis.hire.trakstar.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. Please apply no later than **April 17, 2022**.

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## Questions

For more information or questions regarding the City of Salem or the City Manager position, please contact Heather Gantz at [hgantz@raftelis.com](mailto:hgantz@raftelis.com).