



*Since 1889*

**OREGON**

# **CITY MANAGER**

## **\$150,000 - \$160,000**

*Plus Excellent Benefits*

*Apply by*

**February 4, 2024**

*(First Review, Open Until Filled)*



## THE COMMUNITY



Located in the picturesque gateway to the Blue Mountain range, the City of Milton-Freewater, is home to a population of 7,421 and is known as a vibrant and diverse community where the

rustic charm of rural life meets a rich tapestry of cultural and recreational activities. The community boasts a varied landscape, offering residents and visitors an array of outdoor activities including both downhill and cross-country skiing opportunities, hundreds of miles of snowmobiling and ATV trails, kayaking, horseback riding, hiking, fishing, and hunting. Local wildlife is abundant, and includes pheasants, ducks, elk, deer, bears, and cougars. The city is also located within the Rocks District; an internationally renowned and critically acclaimed wine AVA. This region is a magnet for tourists, drawing increasing numbers each year to explore over 100 wineries and tasting rooms in the valley. Overall, Milton-Freewater exudes a relaxed "country" vibe, where pick-up trucks towing horse trailers coexist with luxury cars on wine release weekends.

The community is known for its friendly and quiet residents who welcome newcomers with open arms. Milton-Freewater is proud of its agricultural roots, and has a robust economy primarily based on farming. The major crops include apples, wheat, wine grapes, and alfalfa hay, reflecting the diverse population of which approximately 43.5% are Hispanic citizens. The city's top employers span a range of sectors, from government and school districts to service, medical facilities, and agriculture-based industries. The city has an excellent school system that includes a state-of-the-art elementary school and is conveniently located within 20 miles of two community colleges and 10 miles from two major universities – Walla Walla University and Whitman College. In addition, a hospital and numerous medical clinics are within 10 miles, and a major medical hospital in Tri-Cities Washington just 40 minutes away.

Milton-Freewater is more than just a city; it's a community where natural beauty, rich culture, and a warm, welcoming spirit come together to create a unique and inviting place to call home.

## THE CITY

The City of Milton-Freewater was chartered in 1950, when voters from two abutting towns (Milton and Freewater) voted to merge the two cities into one. The City operates under a Manager/Council form of government, and has enjoyed a stable, high functioning, and unquestionably ethical City Council for decades. The majority of the council members have been serving in their role for over 20 years.

Milton-Freewater is a "full service" city with electric, sewer (both industrial as well as treated), water, solid waste, recycling, and library services. The City currently employs 65 FTEs and operates on a budget of \$63.7 million, which includes \$10 million of staff garnered grant monies for various programs and services to the citizens.



The City offers over 60 acres of parks, a seasonal aquatic center, 18-hole year-round golf course, foot golf, splash pads, walking trails, frisbee golf course, skate park and many other recreational opportunities. The City is also responsible for a large city-owned landfill, a 24/7 police and 911 emergency dispatch center, a fire department, code enforcement, planning and economic development, public transportation, finance, municipal court, city shop, finance department, and a 600-acre farm located outside of the city where settling ponds are located for the City's treated sewer effluent. The City's Assistant City Manager/Recorder handles all public records requests, elections, city code updates, maintenance of the city's records and contracts, and is the right-hand person of the City Manager. The City is proud to be extremely transparent, and takes a great deal of pride in city services provided to the citizens.

## THE POSITION

Under the direction of the City Council, the City Manager is the Chief Executive Officer for the City of Milton-Freewater and is responsible for planning, directing, managing and reviewing the day-to-day operations of the City. This position is responsible for assuring all laws, policies and ordinances are faithfully executed, the preparation and submission of the annual City budget to the City Council, and for its administration upon its adoption by the City Council. The City Manager is expected to perform all assigned duties in accordance with the City of Milton-Freewater's Charter, develop and maintain collaborative and respectful working relationships with team members and others, and to consistently provide quality service to the citizens of Milton-Freewater.



The City Manager directly supervises the Assistant City Manager/City Recorder, Human Resource Officer, Finance Director, Library Director, Electric Superintendent, Public Works Superintendent, City Planner, Fire Chief, Police Chief, and Housing Code Officer.

To view a full job description please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).



## CHALLENGES & OPPORTUNITIES

### Challenges:

- Reliable access to safe and adequate potable water is becoming an issue as the city grows. The City will need a new basaltic well drilled on the south hill to continue to economically serve the growing number of subdivisions and businesses developing there.
- The completion of a new police/911 facility has fallen behind schedule. Among a number of hurdles includes a critical electric panel component which will not ship until mid-February 2024 at the earliest.
- A number of key staff at senior levels have either recently retired, or soon will. Rebuilding the City's leadership capacity will be necessary. There will potentially be new department leadership in the Finance, Electric Utility, Human Resources, Library and Police departments.
- Recycling law changes coming in the upcoming two years will be expensive and will likely double the cost of service.
- The City's electric utility may need to review its rate structure modified to ensure that revenue will be adequate to maintain services and build a reserve to undertake required maintenance and future expansion.





### Opportunities:

- The City of Milton-Freewater is described as a “friendly place” with a “close knit and supportive” community with “good schools” and “a lot of outdoor recreational opportunities, both in the winter and summer.”
- The current City Manager is retiring after 31 years with the city, including 16 years serving as the City Manager. The City Council is solid, tenured, and very supportive. In addition, the City is government friendly and supportive of governmental operations. Voters have not turned down a local option tax levy or a GO Bond in the last 31 years.
- The City’s financial state is sound. The City has cash reserves of over \$11 million, and property tax - a major revenue source for the city - is growing as development of the region continues. Recent audits have been strong, and the City has virtually no debt on the books. There have been no layoffs, reductions in force, cuts in programs or services, and staff has consistently received cost of living increases.
- Several department directors are new in their role and several more key staff will be retiring soon. There will be an opportunity to build a strong team and mentor/coach individuals who are in the process of building their skill set.

### THE IDEAL CANDIDATE

#### Education & Experience:

Candidates should have at least five (5) years of progressively responsible municipal management experience, preferably as a successful City Manager/Administrator or Assistant City Manager. A bachelor’s degree in public administration or a closely related field is preferred but not required, as is being bilingual.

#### Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will be a demonstrated visionary with team-building skills and the ability to lead the city into a period of expected growth and expansion.
- Considerable knowledge of the operations of publicly owned utilities, municipal finance, planning, labor relations, and human resources.
- A proven history of establishing cooperative relationships with City officials, employees, citizens, and representatives of other agencies in the capacity of agent for the City Council.
- The ability to come in and get to know the city, staff and operational protocols for the first 6 months before trying to make any big changes.
- A strong financial acumen and fiscal discipline. Demonstrated success in applying for and obtaining grants and federal and state funding.
- The ideal candidate will trust staff, be a good listener, have an open-door policy, and have the back of staff.
- Skill as a team-builder who can coach and mentor staff, be willing to explore new ideas and provide solutions to difficult problems, and provide clear direction, expectations and deadlines.
- The selected candidate will have a sense of humor, be honest, have integrity, be open and transparent in their communications, and be willing to give and receive constructive feedback.
- A willingness to be the face of the city, and actively be out in the community, going to events, attending Rotary meetings, football games, and community celebrations, to name a few.
- Experience with code enforcement, and a willingness to focus on infrastructure and parks maintenance.
- The ability to articulate and communicate a 5- and 10-year vision for the city.

## COMPENSATION & BENEFITS

### ➤ \$150,000 - 160,000 DOQ

➤ Excellent medical, dental, vision and ortho insurance plan (Regency Blue Cross) with most services being a \$20 co-pay and a very low maximum out of pocket ceiling (preferred provider = out-of-pocket \$2,250 (individual) and \$4,750 (family)). This is a tier system with newly hired employees paying 10% of the total premium cost and the city paying 90%.

➤ Paid life insurance.

➤ Oregon PERS - City pays the employee and employer costs.

➤ Up to 4 weeks of vacation per year, which increases with longevity, plus an additional 10 days per year in lieu of overtime.

➤ 12 days of sick leave per year. Sick leave benefits may be accumulated up to a maximum of 1040 hours.

➤ 12 ½ holidays per year.

➤ Cell phone stipend and mileage allowance.

➤ City paid membership dues in all professional organizations, local civic club membership, etc.

➤ Additional negotiated incentives may be available for the selected candidate.



*Since 1889*

**For more information on the  
Community, and the City of Milton-  
Freewater, please visit:**

[www.mfcity.com](http://www.mfcity.com)

The City of Milton-Freewater is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 4, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "City of Milton-Freewater, OR – City Manager" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

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[www.prothman.com](http://www.prothman.com)

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