



A PART OF
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City of Newberg, OR

ASSISTANT CITY MANAGER

Ad Language

Assistant City Manager Position

The Assistant City Manager serves a vital leadership role in the organization and actively supports the City Manager's efforts to implement the City Council's goals and policies. This newly created position will initially focus on Human Resources with an evolving portfolio to be determined in collaboration with the City Manager.

The Assistant City Manager participates as a member of the Executive Leadership Team to ensure cross-departmental collaboration and open, effective communication designed to identify opportunities for growth and improvement. The Assistant City Manager partners with the City Manager to drive cultural development, exercising creative thinking and finding innovative solutions to issues affecting the work force. The Assistant City Manager provides sound human resources leadership and offers technical guidance to the City Manager, department heads, supervisors and employees on all human resource issues.

The Assistant City Manager embraces Newberg's history, but brings enthusiasm the chutzpah to move forward with the changing and evolving culture. With a willingness to dig into the details, the successful candidate easily identifies trends and opportunities for improvement hindering progress and develops and implements better practices to drive necessary change. With strong emotional intelligence and well-defined leadership skills, the Assistant City Manager values diversity of thought, builds a strong understanding of equity and serves as a catalyst for broad, citywide change.

Qualifications

The successful candidate has a combination of skills and education that enable success as Newberg's Assistant City Manager, such as a bachelor's degree in Business Administration or Public Administration and five years of related experience. Progressively responsible human resources leadership and administration experience is essential. Change management experience with direct knowledge of driving and supporting cultural change is required. Prior experience or interest in supporting technology is ideal.

Compensation and Benefits

The hiring range for the Assistant City Manager is \$116,004 to \$148,488. Starting salary will depend on the qualifications of the successful candidate. Newberg has a robust benefit package that includes medical, dental, vision, life insurance, employee assistance program, and participation in Oregon Public Employees Retirement System. Vacation, administrative leave, sick leave and holidays are also included for this position. Additional information can be found in the [Employee Handbook](#).

The City of Newberg, Oregon

In support of its 24,045 residents, the City of Newberg cultivates a healthy, safe environment where community members can work, play and grow. A friendly, dynamic and diverse community that values partnerships and opportunity, Newberg is growing because of the high standard of living; clean, green environment; and strong economy.

Newberg employs 118 full time and 28 part time staff and the 2020-21 budget of \$109 million reflects Newberg as a steadily growing community that implements City Council priorities. The City appointed Dan Weinheimer City Manager in February 2020. Together with the Mayor and Council, Dan is leading the community into the future.

Newberg is transitioning to a high-performing, continuous improvement culture that hires the right people, provides them appropriate direction and oversight, trains them to do their work and focuses on results. With a track record of finding creative solutions and working collaboratively between federal, state, county and other partners, Dan is working hard to achieve the long-term vision of residents, the Council and community partners.

How to Apply

The City of Newberg is an equal opportunity employer and is dedicated to a policy of non-discrimination. The City is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive.

Applications will be accepted electronically by The Novak Consulting Group at <https://bit.ly/2VSsuzr>. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with first review of applications on August 10, 2020.

For more information or questions regarding the City of Newberg or the Assistant City Manager position, please contact Heather Gantz at hgantz@thenovakconsultinggroup.com.