

**NOTICE OF PUBLIC MEETING
OF THE
LAFAYETTE CITY COUNCIL**

AGENDA

DATE: Tuesday, July 14, 2009

TIME: 6:30 PM

PLACE: Lafayette City Hall, 486 Third Street, Lafayette, OR

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. ACTION ITEM**
 - 1. City Administrator recruitment profile**
- 5. ADJOURN**

The location of the meeting is accessible to the disabled. If you will need any special accommodations to attend or participate in the meeting, please notify City Hall at 864-2451, 24 hours prior to the meeting.

POSTED July 7, 2009

Format for Administrator Profile

Suggested Areas for Skills and Experience

This form shows one possible format that the Council can follow to develop an “administrator profile.” Typically, individual council members complete the form, describing under each category the qualities and skills they desire in the administrator. Each area is then ranked as high, medium or low in importance. Once all council members have completed their forms, a single person in the City or at the outside recruitment agency combines the individual forms into one profile that represents the tally of the Council. The entire group then reviews the combined profile, makes necessary changes, and adopts it.

In addition to assisting the Council (and any recruiting service the Council may hire) in the selection process, the profile can be an important community document. It allows the city to see the qualifications the Council will seek in the next administrator. Some cities obtain public comment on what kind of administrator citizens desire.

A blank copy of the profile form is provided as Appendix 1, for use by the Council to use when developing an administrator profile.

Profile Information

Education Many cities prefer a Bachelor’s degree or a Master’s degree in public administration, business administration, or a related field. The recruitment is usually interpreted liberally, and it is common to allow a candidate to substitute experience for some required education.

Experience Most cities will seek someone with management experience, either as a City Manager, Assistant City Manager, or department head. Any special experience desired, such as operating a municipal utility, is important to note here. The required number of years of experience should be included in the announcement. In addition, most cities and counties will require skill and/or proven experience in the following areas:

- Administrative and management ability needed to help determine whether the applicant can manage the size and complexity of the particular city that seeks an administrator.
- Governmental budget and finance including debt management, enterprise accounting and other special funding mechanisms, depending on the local government’s needs.
- Labor relations and personnel experience that will allow the administrator to effectively bargain labor contracts and manage diverse groups of employees. Level of experience and training will depend on the City’s organizational structure and complexity.
- Community relations experience that will allow the administrator to effectively speak publicly and communicate with the media and citizens in a variety of methods.
- Council/commission relations experience that will allow the administrator to work effectively with the entire Council as well as individual members.
- Intergovernmental relations that will allow the administrator to effectively work with state legislatures, other Councils/Commissions and intergovernmental organizations such as councils of governments to the extent the City desires.
- Innovations and major achievements should be highlighted in any area in which the Council seeks new information, creative solutions, etc. Common areas for innovations include responses to environmental regulations, financing services in times of decreasing revenue, and effectively delivering services to diverse populations.

Format for Administrator Profile Form

Describe the background, skills and qualities you believe your city needs in an administrator based on the suggested skills listed in the profile information and other attributes that are necessary for your community.

Skills/Experience Area	Notes/Comments	Importance (High/Medium/Low)
Education		
Experience		
Administrative and management ability		
Governmental budget and finance		
Labor relations and personnel experience		
Community relations experience		
Council relations experience		
Intergovernmental relations		
Innovations and major achievements		
Other important skills and experience		