



City of Dayton City Manager Profile

The City of Dayton is a charter city with a council-manager form of government. The City Council consists of a mayor and six councilors who are nominated and elected from the city at large. The Mayor does vote with the City Council. The City Manager is the administrative head of the city government and is responsible for the proper administration of all city business. Although the City Manager reports to the Mayor and Council, he/she works closely with the Mayor in carrying out the duties of the position. A majority of the Council must appoint and may remove the City Manager. The mission of the City of Dayton is:

To protect the health, safety and well-being of our community. We will promote ethical, inclusive and responsive municipal government which provides its residents with reliable and economical delivery of high quality services in response to the needs of its families and businesses.

The population of Dayton is 2,635 and the current budget is \$7.3 million, \$2.5 million of which is for Sewer System Improvements. The City has 8.65 FTE's, which include a City Recorder, Community Development Specialist/Librarian, City Clerk, Community Development Assistant, Public Works Director, two Public Works Maintenance Operators, and a Public Works Maintenance Worker. The City contracts police services through the Yamhill County Sheriff's Office and building inspection services through the City of Newberg. In addition, the City has a contract City Attorney, City Engineer, Municipal Judge and City Planner.

The Candidate

Education and Experience

Bachelor's degree in public administration or related field with at least five years of local government management experience, including supervisory responsibilities or equivalent combination of education and experience required. A Master's degree in public administration or related field is desirable.

Successful candidates will have a good general overall knowledge of municipal operations and demonstrated experience and knowledge in specific areas of financial management, budgeting, and grant writing and procurement. Experience with major capital projects is strongly desired.



Dayton City Hall and Library

Required Skills and Past Performance:

Administrative Ability

Candidate must have excellent leadership and communication skills. The individual must be able to prioritize effectively, be pro-active and open to ideas, suggestions and constructive criticism from citizens, City Council and staff. He/she must be highly ethical and of unquestioned integrity and be able to lead by example. Computer literacy and the ability to provide leadership to staff regarding information technology are required. In working with staff, he/she needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.



Legion Field

Council Relations

City Manager is expected to actively provide on-going regular communication to the Council on the needs, affairs and activities of the City and be able to provide the Council with the necessary information, options and recommendations to be able to make informed decisions. The individual needs to be accountable to the Council for his/her time and be able to carry out the intentions and directions of the Council in a positive manner.

Technical Knowledge and Budget and Finance

Candidate must have knowledge of the principles, policies and procedures of municipal government and demonstrate awareness of the roles and responsibilities of the Council and Manager. The candidate must be fiscally responsible and able to work within established budgetary constraints. He/she should also be able to prioritize and think innovatively in meeting City needs. It would be desirable for the individual to have a background in Oregon Budget law. Additionally, experience and expertise in grant writing and procurement, as well as identifying other possible funding sources are required.



Surrounding vineyards

Community Relations

Candidate must be involved with the community and committed to building on Dayton's sense of community. The candidate must be able to recognize and value diverse points of view, understand multicultural environments and be able to work effectively with the entire community. In addition, the individual must have a strong commitment to providing excellent customer service. He/she must understand small town politics and it is desirable that the candidate understand the Region and its historical nature, value and background.

Intergovernmental Relations

Must be able to relate to and develop good working relationships with other governmental entities, including other cities, the County, schools, state and federal agencies. It would be desirable for the candidate to be a part of the local professional network.



Veterans Memorial

Innovations and Major Achievements

Candidate must be a creative problem solver and thinker who is able to find solutions - not just quote rules and regulations. He/she should constantly be looking for opportunities to accomplish the mission and vision of the City. General knowledge of how a public safety department operates, the ability to speak Spanish, and an understanding of Oregon land use regulations are desirable.

Compensation

The hiring range for this position is \$70,000 - \$80,000 dependent upon qualifications. The city participates in the State of Oregon Public Employees Retirement System. A full range of health insurance, vacation, sick leave and other usual benefits are provided.

How to Apply

Persons interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references, to include at least one peer and one subordinate. Send the cover letter, resume and reference to Dayton City Manager Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or e-mail to DVandyke@mwvcog.org. This position is open until filled. The first review of resumes will occur on **December 4, 2017**, and the position might close on that date if there are a sufficient number of qualified applicants.

Veteran's Preference – The City of Dayton provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. To claim preference, candidates must include a Veteran's Preference Form (attached) and the required documentation with their application. The City of Dayton applies a scoring methodology for veterans preference. In addition, pursuant to Oregon law, veteran candidates with transferrable skills will be granted an automatic interview. A "transferable skill" is a skill that a veteran has obtained through military education or experience that substantially relates, directly or indirectly, to the civil service position for which the veteran is applying. Candidates who possess transferrable skills should indicate that in their cover letter.

The Community

History – Pioneers who had headed west with "Oregon fever" in the 1840s and 50s discovered Dayton's attractive location at the headwaters of the Yamhill River, a tributary of the Willamette River in the fertile agricultural Willamette Valley. Dayton was a major grain shipping center for this area of the valley, before there were passable roads and railroads. Steam boats stopped regularly here, picking up wheat and carrying it down the rivers to Portland.



Downtown Dayton – July 1915

The city of Dayton was co-founded in 1880 by pioneers Joel Palmer and Andrew Smith, who made the original land claims in the late 1840s. Palmer kept a diary of his experiences on the Oregon Trail, which was published in 1847 as *Journal of Travels over the Rocky Mountains*. This publication served as a popular guidebook to immigrants. Joel Palmer became Superintendent of Indian Affairs for the Oregon Territory and later, state representative and then state senator. His stately home, built in 1852 in downtown Dayton at 600 Ferry Street, has been restored and is now an acclaimed restaurant.

Farmers in Yamhill County in the late 1800s and early 1900s grew grain, hay and seed, hops, apples, cherries, prunes, and a variety of other fruits and vegetables. The Dayton Evaporating Company, the largest in the state, was built in 1898 and evaporated eggs, apples, prunes, and vegetables, and made vinegar as well, until ceasing operation as an evaporator in 1944.

Today – Today, the City of Dayton is an historic and charming city located in the heart of the beautiful Willamette Valley and Oregon wine country. It is situated just off Hwy 18 between McMinnville and Newberg and is centrally located 55 miles from the Pacific Ocean, 24 miles from the State Capital and 60 miles from Mt Hood. Agriculture is still an important part of the valley's economy, and a drive around the Dayton area reveals bucolic fields with crops such as berries, hay and seed; nurseries; orchards with peaches, apples, cherries, hazelnuts, prunes, and walnuts; and of course vineyards tucked up in the rolling hills.



Courthouse Square Park

Courthouse Square Park, sometimes known as Dayton City Park, is located in the heart of downtown Dayton. This wooded area is full of mementoes of the town's history and is the central gathering place for Dayton's community. The park covers one full City block and is the home of many City events including **Dayton Friday Nights**, which is held each Friday in June, July and August, and includes live music, a car cruise in, vendors in the park, and dinner specials at downtown restaurants. The park amenities include a covered picnic area, a children's playground, basketball court, bandstand, fountain and public restrooms.



Palmer Creek Lodge Dayton Community Center

Palmer Creek Lodge Community Events Center had its grand opening for the new facility on September 26, 2011. The center was originally built by the Masons in the 1950's. The City purchased the building in November 2009 as a future community center for the City of Dayton residents. The remodel, funded in part with a Community Development Block Grant, included renovated meeting spaces and restrooms, remodeling portions of the structure, ADA accessibility, parking lot improvements, landscaping, and lighting. The City intends to continue to pursue grants for additional improvements.

Veterans' Preference Form

Under Oregon law, veterans who meet the minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read this document carefully. Check the box for each item that applies to you.

This completed form and the required documentation must be submitted at the time you submit your employment application. Please indicate in your application cover letter that you are requesting veterans' preference and submit this completed form along with proof of eligibility with your application materials. Information submitted on or with this form will be used for the purpose of determining and awarding veterans' preference in accordance with ORS 408.230.

Part 1 Qualified Veteran. You may claim veteran's preference if you are able to check at least one of the following seven boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate such. "Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit. ORS 408.225(1)(e)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days after January 31, 1955 and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

Part 2 Qualified Disabled Veteran. You may claim additional employment preference if you can check any of the following three boxes and provide proof of eligibility by submitting both (1) a copy of your DD-214 or 215 and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate such, and (2) a public employment preference letter from the United States Department of Veterans Affairs or other verifiable documentation certifying disabled veteran status. ORS 408.255(1)(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

Signature

Date

Position Applied For: _____

**Preference will not be awarded without proper documentation.
You must submit your DD-214 or 215 and other listed documents prior to the application deadline.
Late or incomplete submittals will not be considered.**