



Beaverton

O R E G O N

CITY OF BEAVERTON

ASSISTANT CITY MANAGER

Salary range \$160,387.90 - \$214,942.51



ASSISTANT CITY MANAGER - CITY OF BEAVERTON, A VIBRANT, INNOVATIVE COMMUNITY IN THE PORTLAND, OREGON METRO REGION

Acumen Executive Search is honored to partner with the City of Beaverton to find their next **Assistant City Manager**. Beaverton is the 7th largest city in Oregon, known for tackling big issues, and is a community consistently ranked as one of the best places to live in the Pacific Northwest. Known to be one of the most diverse cities in Oregon, Beaverton is a regional destination that enjoys a thriving downtown and dining scene with access to cultural and entertainment experiences at its new performing arts center, boasts top-ranked schools, and of course, is the home of Nike's World Headquarters.

The City is seeking an action-oriented executive to fill one of two **Assistant City Manager** positions. The new **Assistant City Manager** will guide and oversee service areas, such as HR, Finance, IT, Municipal Courts, Library, and Homelessness.

- Are you passionate about making an impact in a local community – supporting exciting citywide initiatives and services?
- Are you a city, county, or other government-focused civil servant with experience navigating complex organizations?
- Have you participated in driving effective change management initiatives, strategic planning, and budget development?
- Are you a collaborative and diplomatic leader who seeks to elevate and empower your teams to serve the community?
- Are you an action-oriented professional, grounded in collaboration with a drive to address and solve adaptive issues, while communicating a clear vision?

Then the Assistant City Manager opportunity with this thriving City may be the next exciting step in your career journey!

Responsibilities

The **Assistant City Manager** serves the City Manager, helping to oversee day-to-day operations. The **Assistant City Manager** is a member of the City's Executive Team and provides guidance regarding policy and budget development, city operations and related planning, and strategic problem-solving. The **Assistant City Manager** may also serve as Acting City Manager in the absence of the City Manager.



QUALIFICATIONS

Training and Experience

The City will consider a combination of education and work and life experiences that is sufficient to successfully perform the essential duties of the position.

Education

- A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.
- Any equivalent combination of education, training, and life experiences enabling the incumbent to perform the essential functions of the position will be considered.
- A Master's degree is highly desirable.

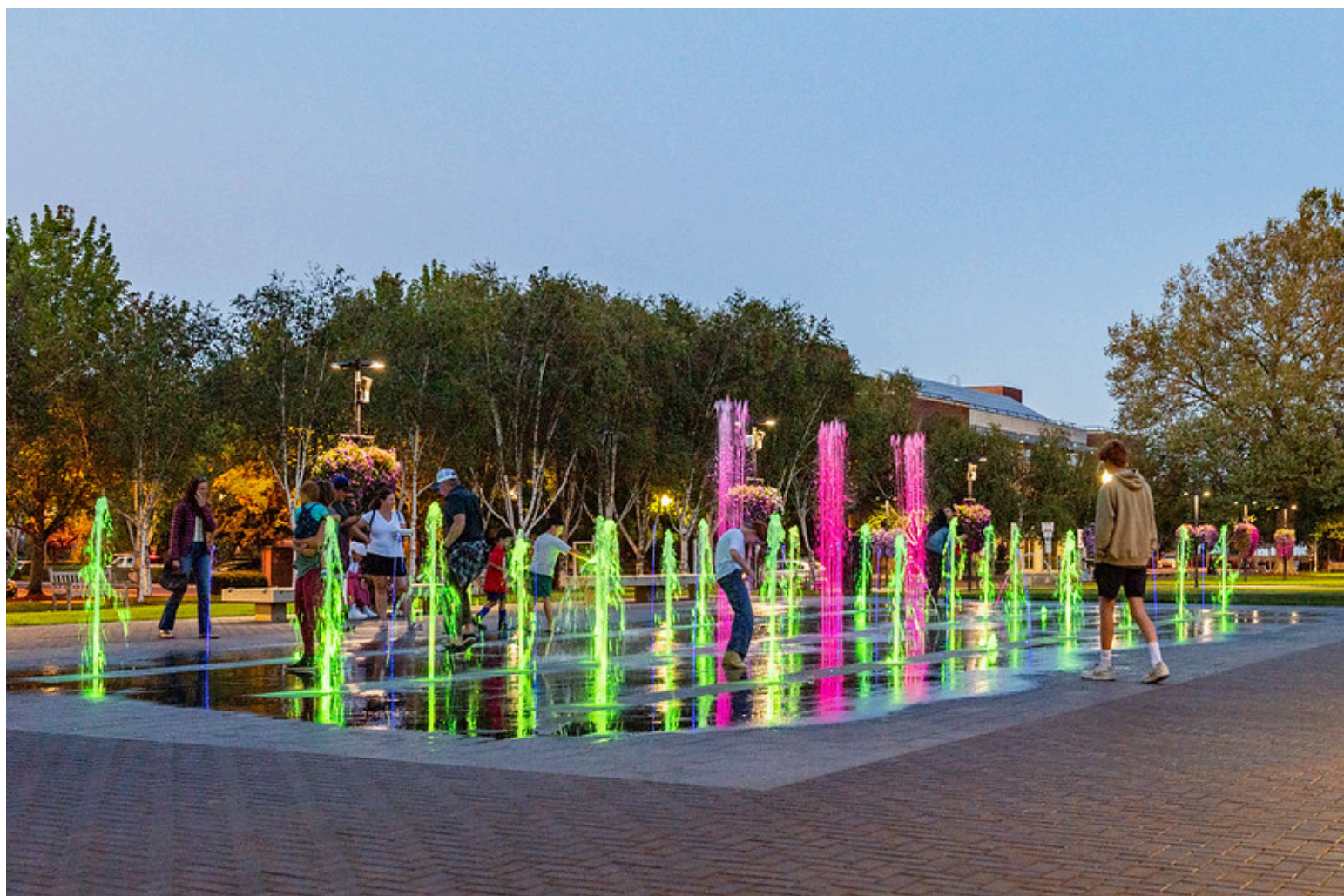
Experience

The ideal candidate should have

- Minimum of six years of progressively responsible administrative or staff experience in municipal or state government, including at least four years in increasingly senior management roles.
- Demonstrated experience in budget development, with Oregon-specific knowledge being an advantage.
- Proven involvement in strategic planning, from development through to successful implementation.
- Expertise in change management, with a track record of driving and overseeing organizational transitions.
- Experience utilizing assessment results to inform decision-making and improve outcomes.
- Strong background in policy development, with evidence of effective policy creation and implementation.
- Familiarity with shelter and homelessness programs, including community outreach and stakeholder engagement – a plus.
- Success in exploring and implementing alternative service delivery models to improve efficiency and outcomes.
- Experience working within a unionized environment preferred but not required.
- Solid understanding of the Council-City Manager form of government and its operational structure.

Licensing and Special Requirements:

- Incumbent may be required to maintain a valid driver's license acceptable in the State of Oregon, including the ability to meet the city's driving standards, or an acceptable alternative means of transportation to attend work and meetings. If the position requires driving a city vehicle for job-related purposes, a valid driver's license will be required.
- Criminal Justice Information Services (CJIS) fingerprints must be completed and cleared prior to start date. Testing must occur within 30 days of hire to receive the CJIS certification. A passing score is 70%.





More about the City of Beaverton

Beaverton voters approved a new city charter at the May 2020 primary election which was implemented in January 2021. The new charter adds the new City Manager position and changes Beaverton's form of government from a mayor-council form of government to a council-manager structure. Under this new form of government, the City Council consists of a full-time Mayor and 6 part-time Councilors, all of whom are elected at-large on a non-partisan basis to 4-year terms.

The City of Beaverton employs 660 staff members across its various departments. These employees are responsible for delivering essential city services such as public safety, infrastructure maintenance, and administrative functions.

The total operating and capital budget for the 2024-2025 fiscal year is approximately \$499.3M.

Strategic Goals and Priorities

Goals for 2024 include

- Inclusive Community
- Good Government
- Safety
- Housing
- Economic Prosperity
- Quality Infrastructure
- Environmental Sustainability
- Community Wellness & Fun

THE GOAL FRAMEWORK



The City Manager's Office

Responsibilities

The City Manager's Office is responsible for the administration and operations of all city services and includes such divisions as:

- Community Engagement and Communications
- City Records and Elections
- Equity and Inclusion
- Sustainability
- Homelessness
- Government Relations



About the Beaverton Community

Located in the heart of the Tualatin Valley, midway between Mount Hood and the Oregon coast, Beaverton combines the best of a big city and the peaceful surroundings of a small town. Just seven miles west of downtown Portland, Beaverton is Oregon's seventh-largest city and the second-largest incorporated city in Washington County.

Beaverton is home to more than 100,000 people of all ages and backgrounds. One in three residents identify as a person of color, roughly 20% were born outside of the U.S., and more than 100 languages are spoken in the Beaverton School District. This richness of cultural diversity is what makes Beaverton such a vibrant city.

Filled with eclectic charm, downtown Beaverton is a collection of mid-century shop fronts, turn-of-the-century landmarks, and the latest in mixed-use development. Beyond the city core are opportunities for shopping, entertainment, and exploration.

With over 100 parks encompassing 1,000 acres, there is a park within a half mile of every home, 30 miles of hiking trails, and a 25-mile network of bike paths. Ski slopes to the east and ocean beaches to the west, as well as forests all around, provide additional opportunities for recreation.

Beaverton is located in the heart of Oregon's Silicon Forest. The focus on innovation and entrepreneurship has cultivated startups and grown established companies in a diverse range of industries.

Home to 11 well-planned, distinct neighborhoods, Beaverton offers more opportunities for neighbors to have fun and make a greater impact on the community. Along tree-lined streets, neighbors are often out jogging, biking, dog-walking, and enjoying everything the city has to offer all year long. From outdoor plays and concerts to art, multicultural festivals, and celebrations, Beaverton's annual events help bring the community together.

Welcoming residents and visitors alike, Beaverton is eager to share all that makes it the best of Oregon.



Equity: Studies have shown that many candidates, especially women, are less likely to apply for a job if they do not believe they meet 100% of the hiring criteria. The city's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We therefore encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

Compensation: Salary range \$160,387.90 - \$214,942.51

Benefits: The City of Beaverton provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long-Term Disability, Life Insurance, and various voluntary benefits including Deferred Compensation. The city participates in the Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees.

More about the City of Beaverton's benefits package can be found here:
<https://www.beavertonoregon.gov/608/Employee-Benefits>

Supervision Received: Receives general supervision from City Manager.

Supervision Exercised: Directs, manages, plans, and organizes designated departments, programs, Citywide projects, and initiatives in accordance with the goals and priorities of the City Manager and City Council.

Procedure for Applying: To apply or see our other positions available, please go to www.AcumenExecutiveSearch/Opportunities to submit a resume and cover letter indicating your interest in the opportunity. For more information or questions regarding the **Assistant City Manager** position, please contact Molly@AcumenESearch.com

About Acumen: Established in 2007, Acumen is recognized as a "Most Admired" company and the leading certified woman-owned Executive Search Partner in the Pacific Northwest with a global clientele. We deliver high-impact results and higher than national average retention rates while nurturing genuine long-term relationships. Acumen works shoulder-to-shoulder with our clients to deliver customized, meaningful, and proven leadership solutions that empower organizational success

