



City Administrator

*Providing the Highest Quality Public Services for a Better
Hometown Harrisburg*

The Community

Harrisburg is a great community located in the heart of the Willamette Valley. Founded in 1866 on the banks of the Willamette River, the City is home to about 3,700 citizens, who love the town for its “Mayberry” charm. The beautiful Willamette River provides City residents with many recreational opportunities, including boating, fishing and kayaking. The City has also recently purchased a 132-acre area located south of the City and adjacent to the Willamette River.

Located on Hwy 99E, Harrisburg is a 15 minute drive to the larger cities of Eugene and Springfield, as well as the University of Oregon. The City of Corvallis and Oregon State University are also nearby. Harrisburg boasts multiple large employers, such as Knife River, Isovolta, and Precision Prefinishing.

Harrisburg has a highly regarded K-12 school system. The Harrisburg School District recently passed a bond to make improvements and update facilities throughout the district. The Harrisburg Fire/Rescue District also successfully passed a bond to construct a new fire station, which is located in the heart of the City.



The Position:

The Harrisburg City Administrator operates as the chief executive officer of the City, as well as being the HRA (Urban Renewal District) Director, and Enterprise Zone Manager. The City Administrator supervises the Assistant City Administrator/City Recorder, Public Works Director, Finance Officer/Deputy Recorder and Court Clerk/Utility Billing/Library Supervisor. He/She is responsible for the effective delivery of all municipal services, according to City Council Policy, including suggesting innovative methods to improve the standard of services rendered. Essential duties include, but are not limited to: responding and communicating to the public and media; coordinating the activity, planning and financial performance of all City departments; and, advising the Council of the affairs and needs of the City. He/She attends all public meetings, and represents the City in hearings and/or meetings with other governmental entities.

Compensation Package:

The annual salary range for the City Administrator is \$90,000 to \$115,000 depending upon experience and qualifications of the individual, and outcome of any salary negotiations. The City has an excellent benefits package, which includes:

- Paid vacation and sick leave.
- Administrative Leave ~ 40 hrs/year, and an additional 40 hours of paid compensation once a year.
- Participation in Oregon PERS/OPSRP retirement plan, including the 6% employee contribution in addition to wages.
- Excellent Medical, Dental, and Vision Insurance.
- VEBA/HRA contributions of \$1,500 per year.
- Life Insurance, Long & Short term disability.
- Deferred compensation and longevity bonuses.

Current Issues

- ◆ Despite possible reductions to revenue, due to COVID-19, continue to operate city services effectively.
- ◆ Continue implementation of a \$7.5M GO bond funded water system improvement project.
- ◆ Implement City plans to enhance street maintenance.
- ◆ Work with the City Council to determine preferred solutions for continued law enforcement protection for the City.
- ◆ Focus on Economic Development goals of job creation and enhanced housing opportunities by more use of these specific tools:
 - ◆ The City's Enterprise Zone
 - ◆ The City's HRA (Urban Renewal District)
 - ◆ The Regional Economic Development Partnerships with MVP, Oregon RAIN and Cascades West Council of Governments.
 - ◆ The City taking Assumption of its Building and Electrical Permit Programs.
 - ◆ A more flexible and business friendly zoning and development code.
- ◆ Continued participation in the Exploring Downtown phase of the Oregon Main Street Program, including utilization of grants for preservation of important historical structures in the downtown core.
- ◆ Development of the 132-acre reclaimed gravel mine into a regional park and open space amenity. This will require building partnerships with Linn County and others.
- ◆ Complete the comprehensive update of the City's Development Code.

Harrisburg's Vision Statement

"A Vibrant and Charming Community that has a High Quality of Life, Great Neighborhoods, Balanced Economic Growth, and Quality Public Services"

Council priorities within the Strategic Plan for fiscal year 2020-2021 and beyond:

- ◆ Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.
- ◆ Bring community awareness to crime issues in the city and work to create solutions to reduce and prevent crime.
- ◆ Update the City's Transportation System Plan (TSP) and Transportation SDC's.
- ◆ Make regular and substantive improvements to City streets in accordance with the City's 2016 Street Development Plans.
- ◆ Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.
- ◆ Update the City's Parks Master Plan to enhance waterfront recreational opportunities including boating, water trails, natural trails, and biking opportunities.



A Summer Sounds Concert in Riverfront Park

2006 All-America City Finalist ~ 2002 Award of Excellence

The Organization

Harrisburg is well known in our region for having an experienced and dedicated City Council. They are proactive, and work well as a team, with each other and staff. The City of Harrisburg enjoys an experienced, long-serving staff of 13 FTE's including the City's Public Works Department.

Municipal Services provided include:

- ◆ Maintaining the City's 4 well developed parks. These include the beautiful and unique Riverfront Park, that offers stunning Willamette River and Coastal Range vistas, along with the iconic gazebo overlooking the river.
- ◆ The City's almost 17 miles of City streets and trail systems.
- ◆ The city owned and operated water, wastewater, and storm drain systems.
- ◆ The City has a part-time newly remodeled library.
- ◆ The City operates its own Municipal Court that convenes once a month.
- ◆ Building and Electrical Permit Services are provided by City Administrative Staff and through an IGA with the City of Junction City.
- ◆ Planning Services, as augmented by a Contract Planner.
- ◆ Fire and emergency services are the function of the Harrisburg Rural Fire/Rescue District; an independent entity.
- ◆ Police/Public Safety is furnished by an IGA with the Linn County Sheriff's Office, and an IGA with the Coburg Police Department, who provides traffic patrols, and code enforcement services.



5th St. 'Before'



5th St. 'After'

The City Council has a Council-Administrator (weak Mayor) form of government. It consists of six councilors, who are elected at-large to serve four-year terms, while the Mayor is elected for a two-year term.



Mayor Bobby Duncan has served as Mayor for almost 20 years. His informal motto is 'Always leave things better than you found them'



Desired Qualifications

- ◆ A degree in public administration, political sciences, business administration, or planning.
- ◆ Five years progressively responsible administrative experience, preferably in the public sector; **or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.**
- ◆ Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and Oregon land use planning.
- ◆ Ability to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods.
- ◆ Excellent oral and written communication skills.
- ◆ Ability to offer effective and creative solutions best meeting public needs.
- ◆ Honors a diverse and humane organization by emphasizing open communications, respect for others, compassion, fairness and a sense of humor.

Recruitment Process

Individuals interested in applying for the City Administrator position should submit a cover letter, resume and a list of three professional references. The cover letter should emphasize recent and relevant experience in local government and/or related supervisory experience with non-governmental employees.

Send the cover letter, resume, and references to

jhitt@ci.harrisburg.or.us. Or City of Harrisburg, Attn: John Hitt, PO Box 378, Harrisburg, OR 97446.

Application deadline: February 1, 2021 at 11:59pm.

Veterans Preference

The City of Harrisburg provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a DD214 or DD215 form with their application materials.

Recruitment Schedule	
January 12, 2021	City Council Reviews Recruitment Materials
January 14, 2021	Recruitment Information posted on City website, the LOC, AWC, IAC, OAC, Oregon Districts Assoc, OPA, OEDA, APWA, COSA and similar
February 1, 2021	Deadline to submit resume and letter of interest
February 3, 2021	Personnel Committee Reviews Applications and selects 1-4 for interview on Feb 9 or 10*
February 9 & 10 2021	In-person interview with Entire City Council. Council makes conditional selection.
February 22, 2021 (Or Sooner)	New City Administrator begins Job.
March 1, 2021 (Or Sooner)	Last Day of Work for Prior City Administrator