

Appendix B  
Job Announcement

City of Burns seeks a city manager who is an established leader, understands all aspects of municipal government, and has an appreciation of the challenges facing small rural cities. The city manager supervises 13 employees and two contracted services. The city manager is the administrative head of the city and is responsible to the council.

The city manager will be paid an annual salary of \$60,000 to \$75,000 (DOQ), plus benefits. The city manager must have a bachelor's degree or combination of skills, training, and five years public or municipal administration experience; Master's of Public or Business Administration is preferred. Managerial and leadership experience is essential, preferably with a well-rounded background that includes a combination of public and private sector experience. Highly developed communication skills and experience working closely with elected officials is crucial as is a background in facilitation and conflict management. An exceptional ability to collaborate and develop effective community partnerships is required.

An essential function of the position requires access and use of certain confidential and sensitive financial information not customarily provided in a retail transaction (that is not a loan or extension of credit). In addition, the city may be required to obtain credit history information as a condition of bonding or insuring the city manager. The city's obtainment and review of an applicant's credit history, background, and/or criminal investigation reports is substantially job-related. Any offer of employment will be contingent on the applicant passing a credit history, background, and/or criminal history investigation. The investigation will be made subject to and in accordance with applicable law.

If you are interested in this position, please visit the city's website at [www.ci.burns.or.us](http://www.ci.burns.or.us) or City Hall, 242 S. Broadway, Burns, Oregon 97720, for the position profile, job description, and application. To apply, candidates must submit a resume, cover letter, and completed application on or before 5:00 p.m. on May 15, 2019. Applications (and materials) may be submitted via email to City Manager Dauna Wensenk at [dwensenk@ci.burns.or.us](mailto:dwensenk@ci.burns.or.us) or mailed or hand delivered to City of Burns, 242 S. Broadway, Burns, Oregon 97720. Envelopes (and the subject line of all email submissions) must be clearly labeled "City Manager Application." Please feel free to call Ms. Wensenk if you have any questions at 541-573-5255.

**In accordance with applicable law, veterans who meet the minimum qualifications for the position may be eligible for veterans' preference in public employment. City of Burns is an equal opportunity employer.**