



City Manager Recruitment Update

September 8th, 2025

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Timeline

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- Stakeholder Input – started the weeks of 8/4 – 9/8
- Check In with Council/Brochure Approval – 9/8
- Ads Placed, Email Blast, Brochure Mailed – 9/29
- Potential Public Session for Councilors to glean community input – 10/20
- Outreach – ongoing through 11/1
- Filing Deadline – 11/3
- Recruiters review resumes – Week of 11/3
- Public Records Search – Week of 11/3
- Recruiters conduct preliminary interviews – 11/5-11/12
- Recommended Finalist Meeting – 11/17

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- First Round Interviews (Zoom) – TBD; week of 12/8
- Second Round Interviews (in person) – TBD; week of 1/12
- Council Work Session to identify top candidate – TBD; week of 1/19
- References Background on Finalists – Week of 1/19
- Offer – TBD; end of January



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Stakeholder Feedback/Themes

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1. Leadership & Vision

- Strong, strategic, and forward-thinking leadership with a long-term perspective.
- Decision maker, strategic, long-term vision.
- Passion for government work; servant leader.
- Values must align with Eugene's core values.

2. Emotional Intelligence & Integrity

- Grounded, trustworthy, and emotionally intelligent with a calm, steady presence.
- Honest, transparent, trustworthy, authentic.
- Thoughtful, patient, and calm under pressure.
- Compassionate, candid, balanced, and flexible.

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3. Communication & Collaboration

- A skilled communicator and relationship-builder who is approachable and engaged.
- Listener, available and approachable, and responsive.
- Collaborative, inclusive, DEIB-focused.
- Effective communicator and relationship builder.
- Experience with stakeholders, unions, agencies, and community.

4. Innovation & Problem Solving

- Creative, adaptable, and solution oriented.
- Innovative, embracing technology, and out-of-the-box thinker.
- Customer-service focus.
- Mission-driven, not risk-averse, forward-thinking.
- Willingness to address legacy infrastructure systems needing to be updated and/or changed.

5. Experience & Acumen

- Well-rounded professional expertise with relevant public and financial experience.
- Government and political acumen.
- Strong business acumen, savvy, and strategic.
- Experience with housing, unhoused populations, unions, and university towns is desired.

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6. Culture & Organization

- Unifies teams and leads positive cultural transformation.
- Improves morale, addresses burnout, and sets healthy boundaries.
- Prioritizes, defines roles and responsibilities, improves cohesion.
- Kind and accountable; doesn't avoid tough decisions.

7. Accountability

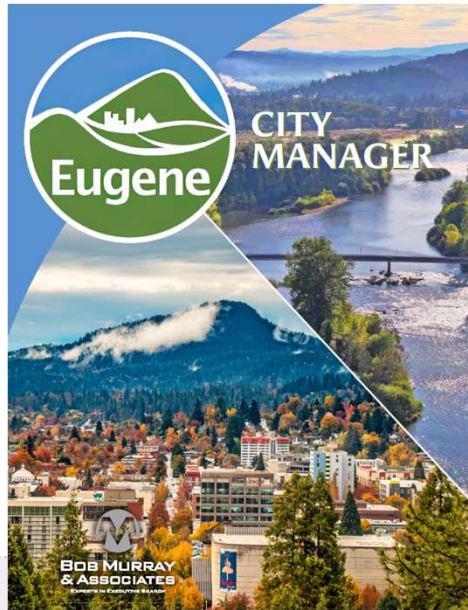
- Sets clear priorities and strengthens internal systems.
- Skilled in setting and communicating priorities.
- Efficient; helps the organization move to a more proactive approach.



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Brochure Draft

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THE COMMUNITY

Home to over 175,000 people, the City of Eugene sits in the southern portion of the beautiful Willamette Valley and is known for its majestic trees, fantastic parks and a multitude of arts and recreational activities. Situated in Lane County, 10 miles south of Medford, Eugene is within an hour of the Cascade Range to the east and Oregon's breathtaking coast to the west. Using in Eugene provides opportunities to find activities that speak to you. Some activities include floating the Willamette River, walking, bicycling, sailing along miles of interconnected trails, dining and tastings at tap room food and breweries and wineries, attending resident symphony, ballet company performances, or traveling acts at the Hult Center for Performing Arts.

The city is also home to the University of Oregon. Founded in 1876, bringing the benefits of a major educational and research institution and highly competitive college athletics programs affectionately known as Track Town USA, the City regularly hosts track and field events at the University Hayward Field, a renowned world class facility with a historic legacy. Most recently the City of Eugene has hosted some of the largest track and field events in the country and world including the U.S. Olympic Track and Field Trials in 2008, 2016 and 2020, as well as the World Athletics Championships in 2022. The impact of track and field can be seen throughout the city with abundant trails winding through the south hills, along the Willamette River, and through thousands of acres of city park.

Eugene has a rich maritime climate with wet winters and dry summers, known for its picturesque landscapes, rivers, and outdoor recreational opportunities, along with cultural attractions, and a progressive community. It's no wonder Eugene attracts many residents and visitors alike to live, work, and play.



CITY GOVERNMENT

The City of Eugene has a council-manager style form of government. The Mayor serves as the city's political head and chair of the eight-member Council, and the City Manager oversees city personnel and operations. The City Manager is also responsible for the budget and implements the city council's goals and priorities. The city executive team, which includes all department directors, runs the business of the City through policy making, providing direction on organizational initiatives, identifying opportunities for cross-departmental collaboration, and planning for the future of the organization. The city has less full-time employees across all departments:

- Central Services
- Fire and Emergency Medical Services
- Library Recreation and Cultural Services
- Planning and Development
- Police
- Public Works

THE POSITION

The City Manager serves as the Chief Executive Officer of the City of Eugene, playing a pivotal role in shaping and realizing the city's vision for the future. Reporting to the City Council, the City Manager ensures efficient and effective delivery of public services while upholding the principles of accountability and transparency. The City Manager fosters an environment that promotes strategic service, inclusion, and collaboration while building and maintaining positive working relationships with co-workers, other city employees and the public. The City Manager:

- Develops, plans, and implements, with Council participation, goals and objectives for the city; recommends and administers policies and procedures necessary to provide municipal services; approves new or modified programs, systems, administrative and personnel policies and procedures; and implements City Council policies and goals.
- Provides highly responsive administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to City Council annual reports of financial and administrative activities.
- Directs, oversees, and participates in the development of the City Manager's Office work plan; assigns work; reviews and evaluates work; reviews and evaluates work products, methods, and procedures.
- Directs the development, presentation, and administration of the city budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.



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- Assists with hiring, appointing, firing, promoting, and disciplining City employees in the administrative service either directly or through delegation; establishes performance objectives and prepares performance reviews.
- Directs and confers with executive staff concerning administrative and operational problems; makes appropriate decisions or recommendations for City Council adoption.
- Oversees the enforcement of all city ordinances; monitors all contractual agreements with franchisees and contractors.
- Represents the City in the community and at professional meetings; participates on a variety of boards and commissions; attends all City Council meetings.
- Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests; monitors appropriate budget accounts.
- Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, policies and procedures.
- Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of city; interprets, analyzes, and explains policies, procedures, and programs.
- Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Models respectful working relationships and creates a workplace that supports all employees; leads city efforts in successfully responding to the changing needs of a diverse organization and the commitment to equity, diversity, inclusion and belonging (EDIB); facilitates staff development on such issues as diversity and creating a respectful working environment.
- Performs all duties as may be prescribed by City Council action.



collaboration and consensus building on key elements of effective leadership. They must also be highly adaptable and approachable with the ability to facilitate dynamic situations, with a proven track record of establishing strong working relationships and maintaining open lines of communication across all organizational levels. The individual will work closely with the City Council and Executive team to design city initiatives, with community values and goals.

As an authentic, results-driven, and engaged leader, the successful candidate will understand the importance of mentorship and will serve as a model for integrity, responsiveness, and loyalty. A strong foundation in municipal administration is essential, including knowledge of public financing, budgeting, and legislative processes at both local and state levels. Experience working with the underserved and underrepresented communities along with an understanding of union and labor contracts is required for success in this role. The ideal candidate will be a supportive and politically astute professional who brings experience working with diverse communities and navigating complex social, economic, and political landscapes. The individual will possess the ability to assess municipal operations critically, think creatively in problem-solving, and protect the impact of various decisions. They will approach challenges with a solution-oriented mindset and will bring an understanding of the relationships with many of the surrounding agencies.

This public-facing role requires a candidate who is comfortable with heavy public engagement. The incoming City Manager will be a proven executive with public safety, finance, labor union, and homelessness/unhoused experience, who



can navigate complex intergovernmental relations and manage external partnerships while sustaining the collaborative, authentic culture within the City. The ideal candidate will have the ability to set direction and implement action leading with empathy and accountability, with a balance of decisiveness and approachability. The City Manager will foster a cohesive, forward-thinking organization that is well-positioned to serve the City of Eugene today and into the future.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience: Nine (9) years of increasingly responsible administrative and managerial experience in a municipal government or public agency involving responsibility for planning, organization, implementation, and supervision of varied work programs.

Training/Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, or a related field. A Master's Degree in public administration is highly desirable.

COMPENSATION AND BENEFITS

The salary range for the City Manager is \$238,076.80 to \$392,760.60 annually. Payment within this range is dependent on experience and qualifications. The City also offers an excellent benefits package including:

- Health, Dental, and Vision Insurance
- Retirement
- Holidays
- Vacation and Sick Leave

For more information about benefits visit: [Benefits-at-a-glance-guide \(eugene-or.gov\)](https://www.eugene-or.gov/benefits-at-a-glance-guide)

OREGON EQUAL PAY ACT - CITY OF EUGENE PAY ANALYSIS

The City of Eugene determines starting pay within the range based on relevant education and experience as provided by the applicant in their application materials. This process is consistent with the Oregon Equal Pay Act (2019). You can learn more about the process on the City's [How to Apply](https://www.eugene-or.gov/equal-pay) page.



TO APPLY

If you are interested in this outstanding opportunity please apply online at:

www.bobmurrayandassociates.com

Filing Deadline:
November 3, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Final interviews will be held with the City of Eugene. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phelps or Mr. Jeff Mori at:

(916) 784-0080



BOB MURRAY & ASSOCIATES
Eugene & Surrounding Areas

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Interview Process Options

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- **Option A:** Recommended Finalist Meeting uses numbers, not names.
 - Round 1: Council separated into groups. Interview candidates privately, not in open session. Names remain private. List is cut down to top 2 or 3 finalists.
 - Round 2: Announce finalist names publicly. They interview with Leadership team, stakeholder panel, community meet and greet(?), Council.
- **Option B:** Recommended Finalist Meeting names (public).
 - Round 1: Interviews via Zoom with Council.
 - Round 2: On site finalist interviews – leadership team, stakeholder panel, community meet and greet(?), Council.

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Community Input Options

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- Councilors hold public session to hear community input
- Meet & Greet with Recruiters – Jeff (in person)/ Valerie (via Zoom)



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