

CAREER OPPORTUNITY



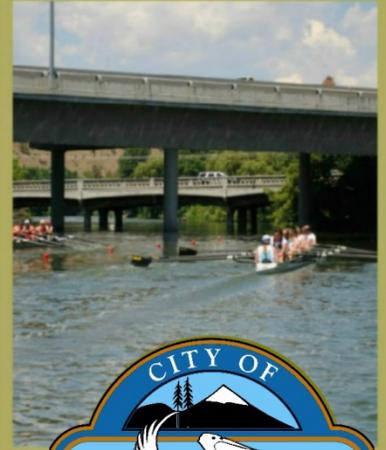
SUPPORT SERVICES DIRECTOR

City of Klamath Falls, Oregon

Salary: \$90,144 - \$126,216

The City of Klamath Falls seeks a Support Services Director who is responsible for guiding and providing oversight to support services such as Finance, Utility Billing, Human Resources, Technology Services, Municipal Court, City Recorder, and Parks. In this role, responsibilities will include knowledge of governance and regulating bodies' requirements, financial acumen in budgeting, cash management, and accounting, facilitating problem solving among the team to meet resident needs across all programs, and to foster positive inter-departmental relationships.





CITY OF KLAMATH FALLS THE CITY OF SUNSHINE

The City of Klamath Falls is located in scenic Southern Oregon and is number 10 on National Geographic's 50 Best Places to Live. This community of 21,000 is surrounded by beautiful views and boasts a rural ambiance in an urban setting. This is the place to live if you love open spaces, dislike traffic and want a real sense of community.

Outdoor recreation opportunities are plentiful in the region. Families or adventurers can kayak numerous lakes and rivers, mountain and road bike, hike along stunning trails, and visit nearby Crater Lake National Park or the Lava Beds National Monument. The Ella Redkey Pool in Klamath Falls is an outdoor geothermal swimming pool open all year. Youth and adults can enjoy indoor and outdoor soccer, a skate park, football and baseball at historic Kiger Stadium.

Klamath Falls enjoys nearly 300 days of sunshine each year. The area offers an outstanding array of natural and cultural wonders.



Photo Credit: Herad



The City of Klamath Falls is also the home of the 173rd Fighter Wing of the Air National Guard; the 2004, 2008, and 2012 National Championship Oregon Institute of Technology Hustlin' Owls basketball team; and host of the 2015 Babe Ruth World Series at historic Kiger Stadium.



ABOUT THE POSITION

The City of Klamath Falls is looking to hire a dynamic and proven leader to manage the City's Support Services Functions and play a key role on the City's executive team. The City is looking for a team member who is a good communicator, quick-learner and eager to work in a team setting. A broad, general background in City or private sector management, strong analytical skills and customer service-oriented attitude are key attributes. The Support Services Director is an executive level, leadership position, which assumes full management responsibilities for the Support Services Department. The Director will perform highly complex professional administrative work, such as Human Resources including recruitment and selection, labor relations, benefits administration and classification and compensation studies, budgeting and forecasting, and provide oversight for Finance and Technology Services, Utility Billing; Parks; and City Recorder.

BACKGROUND AND EDUCATION

- Bachelor's degree in public and/or business administration, human resources, finance, accounting, or related field.
- Progressively responsible experience in upper-level management, with a proven track record of success.
- Public sector accounting/financial management experience.
- Master's degree in public/business administration or related field and financial management experience in a municipal government is desirable.
- Extensive Human Resources or Finance experience is valuable; candidates with backgrounds in other relevant areas and experience with a track record of learnign and managing functions that are new to them are encouraged to apply.

LEADERSHIP AND COMMUNICATION

Support and oversee the work of others and provide staff opportunities for professional growth. Believing there are no menial jobs while engaging and motivating staff.

Promote interdepartmental teamwork and collaboration. Understanding both the strategic and day-to-day priorities.

Inspire a transparent, inclusive and empowering culture. Being accountable and holding others accountable.

Lead with confidence and assurance, work well with elected officials, and perform well under pressure. Displaying professional presence in public situations.

For a complete job description visit www.klamathfalls.city

THE COMPENSATION

The monthly salary range for the Support Services Director position is \$7,512 - \$10,518. The City also provides a comprehensive benefits package including medical, dental, vision, retirement, vacation, and holiday, as well as other competitive benefits.



HOW TO APPLY

The initial review date for this position is **Wednesday, January 4, 2017**, and the position will remain open until filled. To be considered, please submit your cover letter with current salary, resume, and list of six professional references (who will **not** be contacted in the early stages of the recruitment) to: sgkirby@klamathfalls.city. Resumes should reflect years **and** months of positions held.

The most qualified candidates will be invited to personal interviews. Candidates will be advised of the status of recruitment following finalist selection.