

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF CONFIRMING THE)	RESOLUTION NO. 82-351
APPOINTMENT OF RAELDON BARKER TO)	
THE POSITION OF COUNCIL ASSISTANT)	Introduced by the Council
)	Coordinating Committee

WHEREAS, The Council established the position of Council Assistant in the FY 1982-83 Metro Budget; and

WHEREAS, A Council recruitment and selection committee was established to fill the position and has completed its work; and

WHEREAS, The Council wishes to approve the hiring of personnel in this position; now, therefore,

BE IT RESOLVED,

That the Council approves the appointment of Raeldon Barker to the position of Council Assistant.

ADOPTED by the Council of the Metropolitan Service District this 23rd day of September, 1982.



Presiding Officer

CB/srb
6753B/318
09/10/82

STAFF REPORT

Agenda Item No. 6.3

Meeting Date 9/23/82

APPROVAL OF RESOLUTION NO. 82-351 FOR THE PURPOSE
OF CONFIRMING THE APPOINTMENT OF RAELDON BARKER TO
THE POSITION OF COUNCIL ASSISTANT.

Date: September 13, 1982

Presented by: Councilor Banzer

FACTUAL BACKGROUND AND ANALYSIS

The Council Committee who participated in the recruitment and selection process recommends Raeldon Barker to the position of Council Assistant.

The attached memo from Presiding Officer Cindy Banzer and background resume on Mr. Barker provides additional information on this Council matter.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer has no recommendation on this matter.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On September 13, 1982, the Council Coordinating Committee unanimously approved Resolution No. 82-351.

SR/gl
6788B/318



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: September 10, 1982
To: 6750B/D2 - Merge List for 6749B/D2
From:
Regarding: Cindy Banzer, Presiding Officer
Selection of Council Assistant

As you know, we received approximately 229 applications for the position of Council Assistant. Those applications were initially screened by Don Carlson to determine whether or not their background met the criteria of the Job Announcement.

The applications which he recommended not be considered were reviewed by the Selection Committee (comprised of Betty Schedeen, Bruce Etlinger, Bob Oleson and myself). Those applications were then set aside.

We concentrated on reviewing and rating the remaining applications. Approximately 24 applicants were then seriously discussed as to whether or not it was appropriate to interview them.

We agreed on 12 people to invite for an initial interview. From there, we narrowed the field to five semi-finalists and requested that each Councilor review and rate their applications on the criteria which had been set forth in the Job Announcement.

With this information, we narrowed the list to three finalists who were interviewed last week. All Council members were invited to participate in those interviews.

Based on experience, reference checks, and interviews, the Selection Committee is pleased to recommend (albeit on a three to one vote) that Rae Barker be selected to fill the position of Council Assistant.

Attached is a copy of his resume as well as a Resolution which will be introduced at the Coordinating Committee on Monday, September 13. Assuming favorable action by the Committee, the Resolution supporting Barker's appointment will be before the Council at its meeting Thursday, September 23.

We would anticipate that Rae would start the job on Monday, September 27.

Memorandum
September 10, 1982
Page Two

Rae will be at the Coordinating Committee meeting as well as the Council meeting. However, if you would like to meet with him personally or if you have any questions, please give me a call.

The process has been long and cumbersome, but the Selection Committee feels that we provided the opportunity for everyone on the Council to have input and we are pleased with the consensus that we have reached. We are pleased and excited to recommend Rae Barker to fill the position of Council Assistant.

CB/srb
6749B/D2

Attachments

RECEIVED JUL 12 1982

app sent 7/12

11340 SW Viewmount
Tigard, Oregon 97223
July 9, 1982

Metropolitan Service District
Personnel Office
527 SW Hall
Portland, Oregon 97201

Dear Metro Council:

Your advertisement regarding the position of Council Assistant, listed in the July 9 issue of the Oregonian, was read and interests me very much.

I am seeking a management position in government that will utilize my planning, organizing, financial and public relations skills. I think my skills and experience are well suited for the position you have advertised.

As you can see from my resume (enclosed), I have fifteen years of public management experience and a masters degree in public administration. I have worked with several city councils and citizen groups and have initiated and managed several federal grant projects.

I would appreciate the opportunity to meet with you and discuss the possibility of filling the Council Assistant position.

Sincerely,



Raelton R. Barker

enclosure

RAELDON RAY BARKER
11340 S.W. Viewmount Court
Tigard, Oregon 97223
(503) 639-7324

REFERENCES

Joe D. Bailey
Attorney
1516 Georgia-Pacific Bldg.
Portland, Oregon 97204
(503) 224-6532

Robert Adams
Chief of Police
9020 S.W. Burnham
Tigard, Oregon 97223
(503) 639-6168

Alan Mickelson
Former Mayor
12479 SW Brook Ct.
Tigard, Oregon 97223
(503) 639-1613

Richard M. Brown
Tigard Businessman
10580 SW Highland Drive
Tigard, Oregon 97223
(503) 639-9063

Doris Hartig
City Recorder
City of Tigard, Oregon
12755 S.W. Ash Avenue
Tigard, Oregon 97223
(503) 639-4171

Jerry Greer
Mayor
404 North Wood Dale Rd.
Wood Dale, Illinois 60191
(312) 766-4900

Mervin K. Kaye
Mayor
13 Lakeview Terrace
St. Albans, Vermont 05478
(802) 524-3152

Aldie Howard
Businessman
10060 S.W. Durham Rd.
Tigard, Oregon 97223
(503) 620-4835

Hyrum Mertlich
Tigard Businessman
11225 S.W. Fairhaven
Tigard, Oregon 97223
(503) 639-5252

RAELDON RAY BARKER
11340 S.W. Viewmount Court
Tigard, Oregon 97223
(503) 639-7324

CAREER OBJECTIVE: Management position which utilizes planning, organizing and financial skills.

WORK EXPERIENCE:

June 1981 to
Present

Consultant (Self-employed)

ACCOMPLISHMENTS:

- Assisted with the development of a very successful new national franchise in Oregon and Washington. *of what?*
- Conducted a public survey and prepared a grant proposal for the construction of a senior citizens center.

January 1978 to
May 1981

CITY OF TIGARD/Tigard, Oregon
City Administrator

Chief administrative officer of the City responsible for all city departments (finance, public works, engineering, planning, building, police), preparation and administration of city budget, and appointment of all city employees.

ACCOMPLISHMENTS:

*fixed by
Bishop*

- Initiated and administered the installation of the City's first computer system to do utility billings, payroll, accounting and monthly financial reports.
- Obtained and administered state and federal grants (\$2 million) for the construction of a senior citizen center, streets and sidewalks, park improvements, and a downtown revitalization plan.
- Directed the formation and development of 15 local improvement districts for the construction of sewer lines and street improvements (\$1.5 million).

October 1974 to
December 1977

CITY OF WOOD DALE/Wood Dale, Illinois
City Manager

Chief administrative officer of the City responsible for all city departments.

ACCOMPLISHMENTS:

- Initiated and directed improvements to the City's two sewage treatment plants (\$1.5 million) ; developed two new large wells and made other improvements to the City's water system (\$2 million).
- Administered a federal grant for the construction of a 350-car commuter parking lot (\$500,000).
- Moved the City from a \$250,000 deficit to a position where there was a surplus in every fund (accomplished in one year).

April 1970 to
October 1974

CITY OF ST. ALBANS/St. Albans, Vermont City Manager

- Obtained and administered state and federal grants totaling over \$8 million for the construction of a water treatment plant, streets, storm sewers, etc.
- Negotiated and administered the City's first labor union contracts.
- Negotiated and administered the City's first cable television franchise.

May 1966 to
October 1969

CITY OF OREM/Orem, Utah Assistant to City Manager

Director of Personnel; public relations functions; administered federal manpower programs; prepared and assisted with a program to successfully pass a bond referendum for the construction of a \$2 million municipal building complex.

EDUCATION:

M.P.A. Brigham Young University, 1969
B.A. Brigham Young University, 1967

PERSONAL:

Birthdate: April 4, 1939
Health: Excellent
Marital Status: Married, 4 children

SUPPLEMENTAL INFORMATION

1. Fifteen years of experience(in four different cities) serving city councils as a city administrator and as an assistant city manager. Have provided council and council committee support in the areas of policy development, implementation and fiscal affairs. Council committees have included the following: finance, public works, parks and recreation, public safety, building, zoning, and several special committees.

Have worked with several citizen groups such as neighborhood planning organizations, senior citizens, school groups, and church groups to solve problems, raise funds, inform, etc.

Education: B.A. Degree in Political Science and a Masters degree in Public Administration and several seminars and courses in public administration since graduation. University and other courses have included the following: public policy setting, public budgeting, inter-governmental relations, personnel management, taxation, labor relations, grantsmanship, data processing and municipal, state and federal law.

2. Have made hundreds of verbal presentations to the following groups: city council, council committees, state legislature, schools, senior citizens, churches, neighborhood groups, service groups such as Rotary, Lions, Jacees, etc.

Presentations have included technical materials and programs which had to be explained in lay language to be understood by the general public.

Presentations have included the following topics: city budget, bond referendums, data processing, new tax base, refuse collection, landfill operations, police and fire protection, water and sewer projects, labor relations and state and federal grants.

Have completed a university course in public speaking and have read various books on the subject.

3. Have prepared or assisted with the preparation of several narrative and statistical reports for city councils and council committees. These reports included the following elements: a statement of the problem or purpose, an analysis, alternative solutions and a recommendation for a solution or course of action.

Reports have included the following topics:

1. Refuse collection (city versus private)
2. Landfill operations (city versus private)
3. Property taxes
4. Data processing (needs, selection of equipment)
5. Labor relations
6. Water facilities (treatment plants, wells, distribution system)
7. Sewage treatment facilities
8. Storm sewers
9. Emergency Operations Plan
10. Cable Television
11. Police and fire protection
12. Park facilities
13. Senior Citizens Center
14. Reorganization of city departments
15. Capital improvement program



METROPOLITAN SERVICE DISTRICT

527 S.W. HALL ST., PORTLAND, OR. 97201 • 503/221-1646

METRO EMPLOYMENT APPLICATION

An Equal Employment Opportunity Employer

+ fired by bishop

READ INSTRUCTION SHEET BEFORE FILLING OUT THIS APPLICATION

POSITION APPLIED FOR:		
TITLE		
Council Assistant		
OTHER LAST NAMES USED IN APPLYING		
None		
COUNTY OF RESIDENCE:		
Washington		
TELEPHONE NO(S) RESIDENCE:	BUSINESS:	MESSAGE:
639-7324		

NAME AND ADDRESS	SOCIAL SECURITY NO.		
	529-48-6441		
	Barker	Raeldon	R.
	(Last)	(First)	(M.I.)
11340 SW Viewmount Court			
(Mailing Address)			
Tigard		Oregon	97223
(City)		(State)	(Zip)

AFFIRMATIVE ACTION

SEX:	DATE OF BIRTH:	RACE:	<input type="checkbox"/> (B) Black	HANDICAP: Check if you are handicapped <input type="checkbox"/> (H) Yes
<input type="checkbox"/> (F) Female	Month: 4 Day: 4 Year: 39	<input type="checkbox"/> (A) Asian or Pacific Islander	<input type="checkbox"/> (H) Hispanic	
<input checked="" type="checkbox"/> (M) Male		<input type="checkbox"/> (I) American Indian or Alaskan Native	<input checked="" type="checkbox"/> (W) White	

MOTOR VEHICLE DRIVERS LICENSE Number	State	PRESENT OR LAST EMPLOYER	CITY AND STATE	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2946437	OR	Self-Employed	Tigard, Oregon	

AVAILABILITY (Check only those you will accept)	<input checked="" type="checkbox"/> (F) Full-time	Date you could report to work:
DURATION	<input checked="" type="checkbox"/> (P) Part-time	Immediately
(check one)	<input type="checkbox"/> (S) Seasonal	
<input type="checkbox"/> (B) Either	TYPE (Check one)	
	<input type="checkbox"/> (B) Either Full or Part-time	
	<input type="checkbox"/> (J) Job Share	
	<input type="checkbox"/> (I) Intermittent	

CERTIFICATION OF CLERICAL SKILLS (must be completed if you are applying for a clerical position.)

My net typing speed is 55 wpm My net shorthand speed is _____

Related Skills: Check if you are trained and/or experienced and interested in:

- ☐ (CRT) Video Terminal
☐ (LEG) Legal Transcription

☐ In addition to being considered for positions which require typing, check this box if you also wish to be considered for positions which do not require typing.

- ☐ (W/P) Word Processing Equipment
☐ (PRO) Production Typing Environment

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or a GED Certificate? ☒ Yes ☐ No

List enough education to meet the requirements as specified in the recruiting announcement.

COLLEGES, MILITARY, TRADES, BUSINESS OR OTHER SCHOOLS ATTENDED

NAME AND LOCATION	COURSE OF STUDY	DATES ATTENDED	CREDITS EARNED Qtr Hrs	Sem Hrs	Other	GRADUATED Yes/No	DEGREE/YEAR
Brigham Young University Provo, Utah	B.S. Pol. Sci.	62-66				Yes	B.S. '66
Brigham Young University	Public Admin.	67-69				Yes	MPA '69

List currently valid professional or vocational licenses, certificates or registrations.

International City Management Association

SKILLS: (List any job-related skills you have)

SPACE BELOW FOR OFFICE USE ONLY—APPLICANTS CONTINUE ON REVERSE SIDE

☐ ACCEPTED (Instructions enclosed)

☐ NOT ACCEPTED (Reasons checked below)

- ☐ (ED) Education ☐ (LI) Licenses ☐ (AI) Application incomplete
☐ (EX) Experience ☐ (CT) Certificates ☐ (PO) Promotional exam. only
☐ (EE) Education and Experience ☐ (OT) Other
☐ (EC) Exam closed on

- ☐ NTP
☐ LTP
☐ QTP
☐ PTP
☐ LSH

APPLICATION RECEIVED

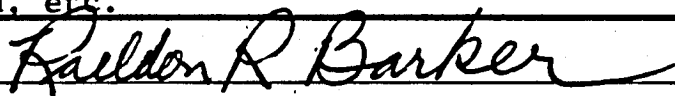
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WORK EXPERIENCE

Describe enough work experience to meet the requirements for this position as specified in the recruiting announcement. Include unpaid and volunteer work. Attach additional sheet if necessary.

EMPLOYER	Self-employed	ADDRESS	11340 SW Viemount, Tigard	TOTAL TIME	1	
YOUR TITLE	Consultant	SUPERVISOR'S NAME AND TELEPHONE	Self 639-7324	(Years)	(Months)	
DUTIES (Be specific)	Prepared a public survey and a grant proposal for the North Plains Senior Center project.			FROM	June 1981	
				(Month)	(Year)	
	Assisted with the development of a very successful new national franchise in the states of Oregon and Washington. (National Autofinders, Inc.)			TO	Present	
				(Month)	(Year)	
				Hours worked each week:	40-45	
EMPLOYER	City of Tigard	ADDRESS	City Hall Ash St. Tigard	TOTAL TIME	3	5
YOUR TITLE	City Administrator	SUPERVISOR'S NAME AND TELEPHONE	City Council 639-4171	(Years)	(Months)	
DUTIES (Be specific)	Chief administrative officer of the City responsible for all city departments (finance, public works, engineering, planning, building, police); preparation and administration of city budget; appointment of all city employees.			FROM	Jan. 1978	
				(Month)	(Year)	
				TO	May 1981	
				(Month)	(Year)	
				Hours worked each week:	45-60	
EMPLOYER	City of Wood Dale	ADDRESS	404 N Wood Dale Rd. Illinois	TOTAL TIME	3	3
YOUR TITLE	City Manager	SUPERVISOR'S NAME AND TELEPHONE	City Council (312) 766-4900	(Years)	(Months)	
DUTIES (Be specific)	Chief administrative officer of the City responsible for all city departments; responsible to the city council for the proper administration of all municipal affairs and keeping the council advised of the financial condition and needs of the city.			FROM	Oct. 1974	
				(Month)	(Year)	
				TO	Dec. 1977	
				(Month)	(Year)	
				Hours worked each week:	45-60	
EMPLOYER	City of St. Albans	ADDRESS	St. Albans, Vermont	TOTAL TIME	4	6
YOUR TITLE	City Manager	SUPERVISOR'S NAME AND TELEPHONE	City Council (802) 524-3152	(Years)	(Months)	
DUTIES (Be specific)	As chief administrative officer was responsible to the city council for the proper administration of all city departments; enforcement of city ordinances; advising council on current and future needs of city, financial condition, etc.			FROM	Apr. 1970	
				(Month)	(Year)	
				TO	Oct. 1974	
				(Month)	(Year)	
				Hours worked each week:		

SIGNATURE x



DATE

7-17-82

By my signature above, I certify that I have read the application instruction sheet and that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with Metro terminated.

SEND APPLICATIONS TO:

Personnel Division METROPOLITAN SERVICE DISTRICT

527 SW HALL ST. PORTLAND, OR 97201 • 503-221-1646