



## CITY OF YACHATS

### Interim City Manager, City of Yachats

**GENERAL INFORMATION:** This position will remain open until filled or until a long-term City Manager is hired. However, first consideration of applications will be February 24, 2021. (References may be contacted prior to this date.) At the City's discretion, materials received after February 24, 2021 may not receive consideration.

The City of Yachats has a Council-Manager form of government. The elected Mayor and Councilors make up the City Council which exercises policy-making, legislative, and budgetary authority. The City Manager is responsible for implementing City Council policy and for directing city operations. Manager duties include acting as Chief Administrative Officer, Chief Financial Officer, Public Works Director, and Budget Officer. Police and fire services are not managed by the city.

The position of Yachats City Manager will soon become vacant. To allow time for the City to locate a long-term City Manager who will be an excellent match for Yachats, Council wishes to now hire an Interim City Manager.

Applicants should be available to serve for at least a four-month period. Additionally, the interim manager will be asked to agree to be available for consultation and assistance to their successor (a new City Manager or other Council appointee), for up to five hours a week for thirty days from the date of the successor's appointment.

The successful candidate must bring a proven track record in municipal government or other public administration. It is preferred that the interim manager possesses experience in employee supervision, budget development and financial management, business administration, and adherence to federal and state regulations.

The Interim City Manager must communicate effectively and maintain cooperative working relationships with Council, staff, community members, and partnering organizations. It is essential that the Interim City Manager consistently demonstrates integrity and professionalism.

Located on the central Oregon coast, Yachats borders lush forested hills to the east and boasts a stunning coastline to the west. Its gorgeous scenery and strong sense of community couple to capture the hearts of many, including the approximately 780 people lucky enough to make up its population, as well as many more who visit the village. Yachats is committed to providing excellent services while maintaining all that makes it special.



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The ideal candidate will have at least five years administrative/management experience, including at least three years supervisory experience. A bachelor's degree from an accredited university or college may be useful, but what is really important is a combination of education and experience which ensures the ability to perform the essential functions of the position.

### **QUESTIONS:**

Contact Mayor Leslie Vaaler at [leslie@yachatsmail.org](mailto:leslie@yachatsmail.org) or call 541-547-5489.

**TO APPLY:** Email a cover letter, resume, and at least three professional references to:  
**[leslie@yachatsmail.org](mailto:leslie@yachatsmail.org).**

The City of Yachats grants a preference in hiring to veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, you must include supporting documents with your application.

Under Oregon Public Records law, all applications are subject to disclosure upon receipt.

The City of Yachats is an Equal Opportunity Employer.