

City Manager

Group: City of Bay City

Location: Bay City, Oregon

Salary Range: \$93,439-\$125,220

Deadline Information: 4:00 pm to PO Box 3309, Bay City, OR 97107 or lwelch@ci.bay-city.or.us

Deadline Date: 05/10/2023

Posted Date: 04/06/2023

Website: <http://www.ci.bay-city.or.us> 

Contact Information for Applicants

Liane Welch

lwelch@ci.bay-city.or.us

5033772288

The City of Bay City is accepting applications for a full-time City Manager. This position requires a bachelor's degree in public or business administration, engineering, finance, or closely related field. At least 7 years of progressively responsible municipal administrative or management experience and at least 5 years of previous experience as a City Manager, Chief Executive Officer, or closely related position. The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operation. The ideal candidate has good customer service skills, ability to write and manage grants, familiar with municipal budgeting, understand design, operation, and contracting of infrastructure projects, understands Oregon Land Use goals, and human resource functions. This candidate should have a history of leading teams to success. The salary range for this position is \$93,439 - \$125,220.

The job description and application are available online at www.ci.bay-city.or.us or can be picked up at Bay City Hall at 5525 B Street, Bay City, OR 97107. This position closes on May 10, 2023 at 4:00 pm. All applications, resume and supplemental questions must be submitted to Bay City by the position close date and time at 5525 B Street, Bay City, OR 97107 or emailed to Liane Welch at lwelch@ci.bay-city.or.us by May 10, 2023, by 4:00 pm.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability, or familial status.

City Manager

Group: City of Boardman

Location: Boardman, OR

Salary Range: \$135,000. - \$150,000.

Deadline Date: 04/11/2023

Posted Date: 03/29/2023

Website: <http://www.cityofboardman.com/> 

Contact Information for Applicants

Rick Stokoe

stokoer@cityofboardman.com

541-481-9252

GENERAL POSITION SUMMARY:

The City Manager develops and issues administrative rules and procedures necessary to ensure proper functions of all departments and all duties and responsibilities granted by Federal and State law, and the City Charter. The City Manager is the chief administrative officer for the City and is responsible for implementation of City Council direction.

ESSENTIAL FUNCTIONS:

Unless otherwise specified as non-essential, the information contained herein, including referenced supplemental documents, is considered essential. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position. The following information is not all-inclusive.

1) Serve City Council

a) Manage and coordinate projects to accomplish the goals and objectives of the City Council and where appropriate, maintain accountability for delegated tasks

b) Effectively communicate, develop, and prepare accurate and complete correspondence and administrative reports

(1) Inform Council of all City affairs and needs

(2) Develop annual reports, and/or as requested by City Council

(3) Provide guidance to City Council directly or through staff

c) Speak effectively and present before a variety of audiences

d) Attend all City Council meetings and represent the City at such meetings

e) Recommends for adoption by the Council such measures as may be deemed necessary or expedient; prepares and submits to the Council such studies and reports as may be required by that body or as may be advisable for decision-making purposes.

2) Management

a) Coordinate and oversee all aspects of City operations

City Administrator - Amity, OR

Group: City of Amity

Location: Amity, OR

Salary Range: Hiring Salary Range: \$78,000 to \$84,000

Deadline Information: Position open until filled. First review of applications will be conducted on or after April 14, 2023.

Deadline Date: 04/14/2023

Posted Date: 03/20/2023

Website: <https://www.governmentjobs.com/careers/mwvcog/> 

Contact Information for Applicants

Scott Dadson

sdadson@mwvcog.org

503-540-1600

Pop 1809. Seeking qualified applicants for the position of City Administrator. Appointed by and serving at the pleasure of the Mayor and six-member City Council. The City is looking for someone experienced in local government, with an emphasis on community development, public service, and public infrastructure and facility planning. Due to the high number of on-going large infrastructure projects, the preferred candidate will have experience with infrastructure projects (water, wastewater, streets, and parks).

Experience/Education: A Bachelor's degree from an accredited college or university in public/business administration or related field is required. Seeking someone with 5-7 years of organizational work experience and 2-4 years of progressive management experience, either as a manager, assistant city manager or department head. A background in financial management, public works project financing, personnel management, and budget is required. Experience desired in Oregon land use, Oregon Budget law, and Utilities to include water, sewer, and stormwater. Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may be considered. All candidates are subject to a background check. Veterans Preference.

How to Apply: For a complete job description and to apply, please go to <https://www.governmentjobs.com/careers/mwvcog/>. The application includes a Veteran's Preference form. MWVCOG provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. To claim veteran's preference, you must submit a Veteran's Preference Form and the required documentation with your application material.