

**City Administrator**  
**City of Hubbard, Oregon**  
**Annual Salary: Up to \$115,000 DOE/DOQ**

The City of Hubbard, Oregon, is seeking its next City Administrator — its first City Administrator in over a decade! Be the one to lead and support the City's amazing staff, uphold the mission and priorities of the City Council, and develop winning strategies to meet the needs of this developing community. This new City Administrator will play a strong fiscal role in overseeing the City's finances, leading the short- and long-term goals of the City, and sourcing and securing new financial resources. This Administrator should be well-rounded and experienced with municipal finance, public sector budgeting processes, organizational leadership, and employee and community relations. They will embrace and engage with our small, but amazing community, and take an interest in Hubbard's culture, history, and vision for the future. Additionally, they will be a resilient and visionary leader who welcomes new ideas, champions innovative thinking, and demonstrates confidence balanced with humility and empathy for others. The successful candidate will also create and support an organizational culture that embraces diversity and fosters professionalism, honesty, creative thinking, and an enjoyable work environment. Knowledge and/or experience overseeing other experts managing planning, public works, police, and public administration is important for this exciting role.

**See the full recruitment brochure:** <https://indd.adobe.com/view/b04c97cc-b81c-427d-8ac2-cb36a5e4fd23>

#### **THE JOB**

The City Administrator is appointed by, and reports to, the City Council and Mayor and oversees all general administration and oversight of City departments, an approximate annual operating and CIP budget of \$10.3 million, and 16 staff. They also work effectively with contracted services (planners, engineers, fire services, parks, and recreation, etc.), businesses, nonprofits, school districts, the County, and other jurisdictions. They will plan, direct, and oversee the operations of the City's finances, including financial reporting, billing systems, payroll, and budget development, with accountability for results in terms of costs, personnel, and financial best practices.

#### **THE IDEAL CANDIDATE**

The ideal candidate will be externally facing, hardworking, provide strong municipal governance and financial acumen, and be interested in becoming part of our community. This candidate will be a relationship builder, influential, forward-thinking, and find opportunities for shared partnerships. The City Administrator will ensure cross-departmental collaboration and organizational efficiency and serve as a liaison between the City's department heads, community, and economic development. They will strive to accomplish Council's goals and objectives. They will also challenge the status quo, champion the ideas of others, and bring fresh ideas to improve and inspire innovation. The successful candidate should bring a sense of humor and a positive attitude and be excited about wanting to build upon a great work culture and supportive team members.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business administration, accounting, finance, public administration, public policy, or a closely related field; and
- Five years of experience in public, finance, or municipal administration; and

- Able to obtain a valid Oregon driver's license by the time of hire and be bondable.
- **Desired:** Master's degree in public or municipal administration.

**SALARY AND BENEFITS:** Annual Salary up to \$115,000 DOE/DOQ and an attractive benefits package

**HOW TO APPLY:** *For first consideration, apply by January 10<sup>th</sup>, 2023, at:* <https://wbcpsc.com/job-board>

**SECURE THE DATES:**

- Round one virtual interviews will take place on January 31<sup>st</sup>. Finalists will move forward to round two in-person interviews on February 7<sup>th</sup>. Selected candidates must be able for both dates.

Please contact your recruiter, Wendi Brown, with any questions:

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- 541-664-0376 (direct)
- 866-929-9227 (toll-free)