



## ARE YOU YAMHILL'S FIRST CITY ADMINISTRATOR?

The City of Yamhill is excited to seek the City's first ever full time City Administrator since becoming a City in 1891.

Yamhill, Oregon, is seeking a passionate, dedicated, and strategic leader to serve as its first full time City Administrator. The City Administrator will manage a budget of \$6.4 million and a staff of 9 and will direct all City operations, including the development and implementation of the Council's policies, priorities, and goals.

Yamhill, a small farming town located half-way between Portland and the Coast, is in the heart of Willamette Valley's Wine Country. Home of the Yamhill/Carlton High school and Intermediate School. Yamhill is a small community with 1105 citizens who are proud to call it home.

The ideal candidate is a stable force and visible within the city, leading by example and participating in activities and events as a member of the community. Considered to be approachable, this candidate will be a dedicated, innovative, and proactive leader who possesses outstanding team-leading skills. They will set the tone for a welcoming and inclusive culture built on trust and collaboration with city staff, as well as the Mayor, City Council, community, and business partners.

### Looking Forward

- Lead several water projects within the City and in partnership with some of its neighboring cities.
- Improve the City's social media presence for better communication with its citizens.
- Continue the sidewalk projects to expand and enhance the citizens' ability for intra-city walking and connections.
- Plan for the City's next round of growth with citizens and regional partners.

### Qualifications

- Proven leadership and management skills in a multi-faceted organization.
- A strong knowledge of public budgeting, finance, and reporting.
- Ability and skill in establishing and maintaining strong working relationships with the citizens, elected and administrative officials, employees, and representatives of business and other governmental partners.
- 5 years progressively responsible public or business experience affording a knowledge of state and local government laws and practices.
- A bachelor's degree from an accredited college is required. A master's degree with major course work in public administration or related field is desired.

### Benefits and Compensation

*\$75,000 to \$110,000 Annual Salary, depending on qualifications, plus:*

- *Vacation: monthly accrual based on years of service*
- *Sick Leave: Accrual of 8 hours monthly*
- *Medical: Regence Blue Cross Blue Shield*
- *Dental: Delta Dental*
- *Vision: Vision Services Plan (VSP)*
- *Life and Disability Insurance*
- *AD&D Insurance*
- *Oregon PERS (Employer and Employee pick-up)*
- *Bereavement Leave*
- *11 Paid Holidays per year*
- *Employee Assistance Program*

### Application Process

Position is Open Until Filled with first review June 12, 2023.

Questions contact:

[k.steele@cityofyamhill.org](mailto:k.steele@cityofyamhill.org)



For job announcement, application materials, and to submit an application packet, please visit [www.cityofyamhill.org](http://www.cityofyamhill.org)



**City of Yamhill**

A small taste of Oregon