



City of Yamhill
A small taste of Oregon

CITY ADMINISTRATOR

EXEMPT POSITION WITH EXCELLENT BENEFITS | \$75,000-\$100,000

FIRST REVIEW MAY 18, 2022

THE POSITION

This is a once in a lifetime opportunity for an enthusiastic change agent to help launch the City of Yamhill into the future with our *first* City Administrator.

Under the authority and direction of the Mayor, the City Administrator assumes both management and leadership responsibility for all City operations including implementation of the City's goals, programs, and priorities. The Administrator oversees the development and administration of the budget and implements budgetary adjustments as necessary. The City Administrator implements policy decisions made by City Council, prepares recommendations, and advises on matters requiring legislative action. The City Administrator plans, directs, and coordinates, through department heads and other staff, the development of a strategic plan for the City.

The Administrator will adjust the appropriate level of service and staff levels which may call for organizational restructuring. Additionally, the City Administrator monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, and implements as appropriate. City Administrator represents the City to three departments and multiple partner agencies outside agencies. The Administrator attends and participates in a broad array of professional meetings and stays abreast of new trends and efficiencies to leverage limited resources. The City Administrator promotes City programs, policies, and activities as well as negotiates and resolves issues.

The City Administrator responds to and resolves difficult and sensitive resident inquiries and bolsters citizen involvement in meaningful and transparent ways.





Priorities

- To establish, evolve, and nurture the City Administrator relationship with the Mayor, elected and appointed officials, staff, and the greater community
- Establish trust, and ensure transparent, effective communication with all community stakeholders
- Develop a strategic plan with a focus on maintaining financial stability, focusing on water and wastewater infrastructure, and developing internal procedures and controls
- Evolve internal connectivity between departments, foster inclusion, support shared goals, and identify opportunities for collaboration to successfully meet the growing needs of our community.
- Develop clear information, educate and inform, and ensure transparency and visibility on projects and initiatives.
- Formalize programs and create more opportunities for employee growth and development, training, and succession planning
- Emphasize economic development activities in coordination with the Yamhill Downtown Association and Oregon Main Streets efforts
- Develop a plan to update several master plans, programs, policies, and procedures.
- Develop and maintain a positive relationship with Yamhill County, neighboring cities, Yamhill Downtown Association, Yamhill Neighborhood Association, Yamhill Fire Protection District, Yamhill-Carlton School District, and several other organizations critical for small community success.





The Right Fit

Our new City Administrator is passionate about public service and strives not only to manage the City, but to maintain excellent leadership qualities. He/she/they is a strategic thinker who easily sees the forest through the trees and can coalesce the community around a central vision. The successful genuinely believes in creating a sense of community. The Administrator is an effective communicator and proactively keeps elected officials, staff, and the community well informed on goals, projects, and initiatives. Considered a nurturing a sense of place and community.

The City Administrator brings excellent communication skills and a positive, compassionate attitude. The ideal candidate is self-assured yet humble. The City Administrator must always be honest and serve with the upmost integrity. The City Administrator brings forward strong executive leadership skills and proven expertise in change management. The successful candidate models behaviors expected throughout the organization and sets the tone for a welcoming and inclusive culture built on trust and collaboration and has an affinity for small cities.

Qualifications

The City Administrator may be a burgeoning public administrator. At least five years of progressively responsible experience in municipal government and leadership responsibilities is desired. A well-rounded background with prior leadership experience in a growing community and similar size organization that includes public safety is ideal. An exceptional ability to develop effective relationships with a history of working closely with a Mayor and City Council is essential. A sound financial background with a strong understanding of budgets and financial management is required. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or related field. An advanced



degree in public administration or related field is desired. The City Administrator will establish a primary residence in the Yamhill community and participate in community activities and celebrations.

Our Team

Yamhill operates a mayor-council form of government. The Mayor appoints the City Administrator. There is a five-person City Council. Yamhill's three departments include: Administration with a City Recorder, Building Permits, Finance, Municipal Court, Utility Billing and Administrative Support; the Police Department with includes Chief, Officers, and Reserve officers; and Public Works which includes Facilities, Maintenance, Water and Wastewater utilities.

The City Attorney, Municipal Judge, City Engineer, and City Planner are currently contracted services.

We currently employ 11 employees not including seasonal team members. The Police Officers are represented by one collective bargaining unit. The estimated Fiscal Year 2023 budget is \$6.2 million.

Compensation and Benefits

The City Administrator contract is at the discretion of the Mayor with an expected hiring range of \$75,000 to \$100,000 and will depend on qualifications. Yamhill has a complete benefit package that includes PERS, medical, dental, vision, life insurance, employee assistance program, and deferred compensation. Leave and 10 annual holidays are included.

How to Apply

Applications will be accepted electronically by the recruitment project manager, Petra Schuetz, City Administrator Pro Tem at p.schuetz@cityofyamhill.org. Applicants complete a City application and please include your cover letter and resume.

