

Candidate Profile

Oakridge Oregon: Mountain Biking Capital of the Northwest

Position: City Administrator
Government: Council/Manager
Pop. 3,238
GF Budget: \$2.8M
Total Budget: \$8.1M
Salary Range: 70k-85k

Oakridge, Oregon

Oakridge, Oregon is seeking a dynamic, outgoing, innovative and responsive individual to serve as their next City Administrator. Oakridge is a full-service community with a population of 3,238. City Council has set their sights on a positive future for Oakridge and are seeking the community's next City Administrator to assist in attaining that goal. Oakridge is a Council/Manager form of local government.

Oakridge is a small-town in the Pacific Northwest with a laid-back lifestyle. Nestled in the foothills of Oregon's Cascade Mountain Range, the Oakridge area offers mountain biking, hiking, hunting, fishing, skiing, and rock climbing. Oakridge is only forty miles east of Eugene, home of the University of Oregon and the Oregon Ducks.

Most recently, owing to the nearly 500 miles of usable trails throughout the central Cascades, Oakridge has become the "Mountain Biking Capital of the Northwest."

Economic Development

The City Council is seeking a candidate with a creative and innovative approach to economic development. The City Administrator, working with the City Council, will play a crucial role in the continued recruitment, retention and development of the Oakridge Industrial Park, the Uptown Business District and the Highway 58 corridor.

The community was hit hard by changes in the timber industry in the 90's when a major wood products operation closed taking with it more than six hundred family wage jobs. Through hard work and the vision of many the community has responded to these changes with a focus on economic development at the Oakridge Industrial Park, (OIP). Using grant funding, the city purchased the property and guided the environmental cleanup. Currently the OIP is actively marketed as an excellent location for new business opportunities both large and small.

The Position

Established by the City Charter, the Oakridge City Administrator serves as the administrative head of the City of Oakridge. Under the Council/Manager form of municipal government the CA is hired by and serves to assist in the development of policies established through the official action of the City Council. The City Administrator is responsible for the day to day functions and overall management of the city's various operations: The City has a small but hard-working staff in Finance & Administration, Police, Fire & Emergency Services, Library, Community Services, and Public Works.

Challenges

The city took several years to rebound from a serious financial crisis in 2009, consequently budgets are tight and needed projects have been shelved for lack of funding. At that time a number of city positions were eliminated and staff now wear "many hats" in the performance of their duties.

Knowledge, Skills & Abilities

The successful candidate must prepare challenging budgets and monitor department budgets with an eye toward expenditures. The City Administrator is expected to supervise, manage personnel, conduct performance evaluations and labor negotiations. The successful candidate will possess a good understanding of government process and procedures, and policy development. The City Administrator must demonstrate an open and honest communication style with the City Council and the community. Additionally, the City Administrator must be a problem solver and exhibit tact, patience and diplomacy in addition to upholding the highest standards of behavior as described in the ICMA Code of Ethics.