



City of Hubbard, Oregon

CITY ADMINISTRATOR

UP TO \$115,000

Plus Excellent Benefits

**This position is Open Until Filled.
Applications will be reviewed as they are submitted.**

PROTHMAN



WHY APPLY?



Located in the lush Willamette River Valley in the northeastern corner of Marion County, Oregon, the City of Hubbard is a quaint, friendly, bedroom community with a small-town atmosphere.

Though comfortably surrounded by a variety of agricultural lands, Hubbard has convenient access to a variety of local and surrounding attractions, amenities, and year-round recreational opportunities. With the Cascade Mountain range to the east, ocean beaches to the west, the large metropolitan of Portland to the North, and the State Capital Salem about 20 miles to the south, visitors and residents have ample opportunities to explore the many treasures of the Pacific Northwest.

Hubbard is a part of the Salem Metropolitan Statistical Area along with 19 incorporated cities and 36 non-incorporated communities within Marion County. Marion County's 315,335 residents are supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism. For those looking for a lively arts community, both Salem and Portland are a short drive away and each offer an abundance of night life, music, theater, art stores, and art focused events. Just to the south of Hubbard, the city of Woodburn is home to the Woodburn Premium Outlets, one of the state's largest visitor destinations, along with other popular big-box retailers and restaurants.



As "the small town with a big heart," Hubbard is home to just over 3,300 full time residents. While most of the current residents are retired or working in nearby Portland or Salem, the area is anticipating future growth in the next couple of years with the hopes of maintaining its small-town appeal and local interests. Many of Hubbard's amenities and parks are within walking distance, such as a disc golf park, the Barendse Park which has baseball and soccer fields, tennis courts, and playgrounds, and the Rivenes Park which has a splash fountain and a covered area for picnicking and hosting events such as the local Hubbard Hop Festival where residents and visitors alike enjoy live music, local food and craft vendors, and a variety of family friendly games. In addition, the Wolfer Mineral Springs, just west of the city, produces in excess of 100 gallons of mineral waters per minute to this day, and successfully operated until the 1950s as a Health spa, picnic, and ball field area.

For many years, the economy of Hubbard has been built on the agricultural production of the area. Berries walnuts, filberts, apples, pears, prunes, cherries, all types of produce, grain, hay, hops and grass seed production indicate the diversities of the area. In past times, mechanized harvesters and the elimination of children under 12 years of age in the fields, have reduced the labor force required to harvest the crops.

THE CITY

The City of Hubbard operates under a mayor-council form of government. The Council is composed of a Mayor and four Council members elected from the city at large. The Mayor is elected for a term of two years, presides over deliberations of the Council and is a voting member. The four Council members are elected, each for a term of four years.

The City of Hubbard operates on a 2021-22 budget of \$10.1 million, with a beginning fund balance of \$5.9 million including a \$1.4 million general fund. The City has 15 FTEs and one part-time staff member. The City's three departments include Administration, Police, and Public Works. The Administration Department includes Municipal Court, Planning & Land Use, and Utility Billing. The Public Works Department includes parks, water, sewer, and streets.

THE POSITION

Under the general direction of the Mayor and the City Council, the City Administrator is the administrative head of the City and is responsible for the overall management and administration of the City and city staff. This is a newly created position within the City. Initially, this position will serve as the City's Finance Director as well. The City Administrator assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. This position will exercise supervision over the City's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The City Administrator must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitored. The City Administrator also plans, directs, 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.

To view a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

New Position: The Council has voted to establish a new City Administrator position to improve overall efficiency of the City, and will offer the new City Administrator an initial two-year contract, which may include a severance provision for termination without cause. Prior to the end of the two-year contract period, the City Council will work with the City Administrator to evaluate the effectiveness of this new organizational structure and will consider modification of the employment contract terms.

Financial Management: The City is currently functioning without a Finance Director. The new Administrator will have the opportunity to be fully "hands on" with the city budget and financial management of the general ledger, budget, payroll, accounts payable, and utility billing, and will perform all the duties of the City Treasurer and Purchasing agent. After discussion and Council's approval the new City Administrator will have the ability to delegate or assign non-managerial functions to other City staff for completion.

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinance governing Oregon municipalities.
- Strong management skills and the ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage employees and select, supervise, and train, personnel according to the City's personnel policies and procedures.
- Skills to be highly collaborative, organized, and efficient. Shall display a strong work ethic and demonstrate conflict resolution skills.
- Excellent writing and communication skills, both written and oral, using both technical and non-technical language.
- Ability to prepare clear and concise reports, prepare and administer budgets, and the ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.
- Substantial knowledge and expertise working with budget law, as well as knowledge of the principles and practices of public budgeting and finance including Accounts Payable, Accounts Receivable, and account reconciliation.

EDUCATION & EXPERIENCE

A bachelor's degree in business administration, accounting, finance, public administration, public policy, or a closely related field, and at least five (5) years' experience in public, finance, or municipal administration is required. It is preferred that the new City Administrator reside within City of Hubbard, but it is not a requirement. A master's degree in public or municipal administration is also preferred. The selected candidate must be able to obtain a valid Oregon driver's license by time of hire and be bondable.

Candidates that possess any combination of education or experience that displays the relevant skills and training necessary to be successful will be considered.

COMPENSATION & BENEFITS

- **Up to \$115,000**
- City paid health, vision, and dental insurance for employees and their dependents.
- Optional supplemental insurance.
- Life and long-term disability insurance.
- Paid vacation leave. Increase with longevity.
- 12 days of sick leave.
- 11 paid holidays, and one floating holiday.
- Oregon PERS.
- Optional 457 deferred compensation plan.
- Education incentive pay.

For more information, please visit:

www.cityofhubbard.org

The City of Hubbard is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply immediately. This position is **Open Until Filled**. Supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Hubbard, OR – City Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



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