



OREGON

CITY ADMINISTRATOR

\$130,613 - \$179,216

Plus Excellent Benefits

Apply by

August 6, 2023

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY



The City of Madras is a dynamic organization known for long-range planning, innovative economic development strategies, and progressive development regulations. During the

last 10 years, the City has responded to industrial land supply needs, and leveraged their municipal airport to recruit new industries. Madras has also successfully leveraged assets to recruit new trade-sector businesses to the community. This small city has a reputation for creatively utilizing local, state, and federal funding sources to improve infrastructure and remove barriers to business expansions.

This is a rare and wonderful opportunity to join a team that will help lead a small town's journey through the growth that will make them a larger City and emerging player on the Central Oregon front in a community that offers easy commutes, an affordable housing market, and a family-friendly community.

THE COMMUNITY

Located in Central Oregon, Madras serves as the County Seat of Jefferson County and is home to 8,070 residents and over 58,000 acres of irrigated farmland. The region offers high desert scenery and panoramic views of the magnificent Cascade Mountain Range along with many outdoor recreation opportunities. Madras' low-humidity climate offers over 300 days of sunshine and only 13 inches of precipitation per year, making the area a popular recreation site for cycling, fishing, golf, hiking, camping, rockhounding, and water sports.

The area also offers winter sports including skiing and snowboarding just a short drive away. The nearby Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles are four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings. The community is a blend of industry, agriculture and recreation.



The community offers a hospital, library, a branch campus of Central Oregon Community College, movie theater (5-plex), drag strip, circle track, skateboard facility, the Madras Performing Arts Center, Desert Peaks Golf Course, and a modern indoor aquatic center, plus a matrix of walking paths. The City also has a municipal airport and is home to the Erickson Aircraft Collection – a public museum consisting of a collection of over twenty rare aircraft, most of which are still in flying condition. The City also hosts the annual Airshow of the Cascades. Madras is also home to a number of biking trails which are developed and maintained by the Central Oregon Trial Alliance (COTA), which bring a great deal of riders to the area when COTA is holding events.

Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Los Angeles, and San Francisco. Residents are also just 40 miles from the city of Bend, which offers major shopping, specialized medical care and other amenities. In recent decades, several companies have been drawn to Central Oregon in order to benefit from the lower cost of living, natural and industrial resources, and the strong ethics displayed in the people that make Madras a wonderful place to make fabulous friends, build a successful career, a healthy lifestyle, and become an embedded member of a strong and ever-growing community.

THE CITY & DEPARTMENT

The City of Madras operates under a Mayor-Council form of government. The Mayor, elected for a two-year term, does not vote except to break ties. The City Council consists of six positions, elected at large for four-year terms. The city operates on a 2023-2024 budget of \$40,249,150 and employs a total of 39 FTEs. City departments include Administration, Airport, Community Development, Finance, Police, and Public Works.

The Administration department consists of a team that provides support for the Mayor and City Council, City Administrator, all city departments, and ultimately for the general public.

The department consists of 3 FTEs, which include the City Administrator, Human Resources/Administrative Director, and the City Recorder/Elections Officer.



THE POSITION

Under the direction of the Council, the City Administrator is the top executive and operations officer, accountable for accomplishing short-and long-range business, project, and program objectives.

The City Administrator oversees staff functions that include Community Development, Public Works, Municipal Airport, Police/Public Safety, Finance, Human Resources, and Council affairs.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit www.prothman.com.



OPPORTUNITIES & CHALLENGES

1. This is an opportunity to blend cultures of private and public views, to work with an active and committed City Council, and to engage in the growth of the city. The incoming City Administrator will build and cherish relationships with external partners and create outcomes that are beneficial for the city and community as a whole rather than any individual or organization.
2. The new City Administrator has the opportunity to develop the next iteration of the city's organizational culture. The past few years have seen several team members move on to new adventures. This has created a rare opportunity to work with and bring together several new executive team members including the Police Chief, City Recorder, Airport Manager and, opening soon, a Public Works Director, and a Finance Director to create a team that works well for, and with the community.
3. The next City Administrator will implement the Mayor and City Councilors goals, prioritize opportunities, and skillfully articulate these goals so that city staff can assist, and so that community members can understand where the city is heading.
4. The City Administrator is expected to take a professional approach which focuses on using and evaluating adopted procedures, keeping a steady hand on the organization, providing project oversight that encourages project management, and using systematic approaches that minimize surprises and smooth out resource demands.
5. Madras continues to see steady growth which presents opportunities and challenges in maintaining and upgrading the infrastructure of the City to adequately sustain the population.
6. The City of Madras contains much undeveloped land and a sizable industrial zone ripe with opportunity for the next City Administrator to assist with economic development.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree or equivalent experience in public administration, business, planning, civil engineering, or a related field, and six (6) years of progressively responsible municipal experience is required. A master's degree in a related field is preferred. Demonstrated senior leadership experience is preferred.

Preferred Knowledge, Skills and Abilities:

- Strategic planning skills to assist City Councilors with goal development and effective outcomes.
- Skill in team building with the ability to provide support and empathy.
- Excellent management skills and proven leadership, which is based on emotional intelligence, accountability, collaboration, and respect.
- Conflict resolution skills with a willingness to address the point of conflict.
- An understanding of economic development strategies in Oregon and urban renewal district management.
- Knowledge and understanding of Oregon local government finances and accounting, budgets and bonds.
- A willingness to engage in the community with the outcome of being recognized as both a leader and a member of the Madras community.
- Negotiation skills that focus on strategic outcomes.
- Knowledge of municipal laws and risk management.
- The ability to interpret data and perform statistical analysis.

The City of Madras is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 6, 2023** (first review, open until filled). Applications, 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 Madras, 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 website as instructed on the form.



COMPENSATION & BENEFITS

- **\$130,613 - \$179,216 DOQ**
- Medical, vision, and dental insurance (85-95% employer paid cost share).
- 100% City paid Oregon PERS.
- Group basic term life insurance.
- Long-term disability insurance.
- Annual Employer HSA account contributions.
- Employee Assistance Plan.
- Generous vacation package.
- Generous executive leave.
- Eight (8) hours per month of accrued paid sick leave.
- Ten (10) paid holidays, including 8 hours floating holiday pay.
- Optional Met Life Accident/Hospital/Critical Illness Insurance.
- Annual \$250.00 employee wellness reimbursement program.
- Retirement/Investment Options with: Oregon Savings Growth Plan, Nationwide, and Mission Square.
- Moving/Relocation expenses or housing allowance may be negotiated.

For more information on the City of Madras, please visit:

www.ci.madras.or.us



www.prothman.com

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