



## **ASSISTANT CITY MANAGER**

**\$144,864 - \$184,884**

*Apply by*  
**August 17, 2025**  
*(First Review, Open Until Filled.)*

***PROTHMAN***



## THE COMMUNITY



Forest Grove is located in Washington County in beautiful northwest Oregon, surrounded by rolling hills, evergreen forests, and vineyards that create a scenic backdrop for year-round recreation.

From wineries and art galleries to concerts, sports fields, and lakes, Forest Grove offers an abundance of opportunities to live, work, and play in a vibrant and engaging setting.

The city offers convenient access to the Portland metropolitan area and the Oregon Coast, with Highways 47 and 26 and Interstate 5 providing direct routes. Forest Grove is also served by the TriMet regional bus system, with 15-minute service that connects to the MAX light rail just six miles away, linking residents directly to downtown Portland.

The area was originally inhabited by the Kalapuyan people, who are now federally recognized as members of the Confederated Tribes of the Grand Ronde. Forest Grove was founded in 1841 by Oregon Trail pioneers and has long been shaped by innovation and entrepreneurial spirit. It is home to Pacific University, the first university established west of the Mississippi, the roots of Willamette Valley's pinot noir industry, and a thriving community of artists, academics, and outdoor enthusiasts.



With a population that has grown from 2,450 in 1940 to 27,551 today, Forest Grove is a full-service city that blends urban and rural character. The city is nearing approval of a 2040 Plan which outlines its commitments to the values of sustainability, safety, and connection, fostering an inclusive, small-town atmosphere where neighbors care for one another. The 2040 Plan's goals center on economic vitality, thoughtful growth, healthy lifestyles, and connections that bring the community closer together.

## THE CITY

The City of Forest Grove is a full-service city that operates under a council-city manager form of government, with 232 full-time employees and a 2025 budget of \$162.2 million. The City Council is composed of a Mayor and six Councilors, all elected at-large to staggered four-year terms. These volunteer officials serve as the policy-making body, responsible for adopting laws, setting annual goals and objectives, and approving the city's budget. The Mayor presides over Council meetings, while the City Manager, appointed by and serving at the pleasure of the Council, oversees the day-to-day operations of the city and implements Council policies.

Services provided by Forest Grove include water, electricity, fire and police, parks and recreation, aquatics, library, engineering, public works, community development, building, economic development, municipal court, administration, and communications. The City also owns and manages a 4,500-acre watershed that supplies and supports its water infrastructure.





## THE POSITION

The Legislative and Executive Department includes the City Manager, Assistant City Manager, City Recorder, and Executive Assistant to the City Manager. This department operates with a budget of approximately \$800,000 and is responsible for managing and overseeing all city operations and functions. The City Manager, serving as the department head, provides leadership and direction for the day-to-day administration of the City, ensuring that all departments operate efficiently and align with City Council policies. The department also maintains intergovernmental relationships and helps inform and educate the public about City programs and services.

Under the general direction of the City Manager, the Assistant City Manager provides high-level, complex support and helps oversee the operations of assigned City departments. This position assists in implementing City Council goals and objectives, coordinates activities with other departments and external agencies, and serves as Acting City Manager in the City Manager's absence.

To view the full job description and all responsibilities of this position, please click [here](#).



## THE IDEAL CANDIDATE

### Education and Experience:

- The equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field is required. An advanced degree in public administration or a closely related field is desirable but not essential.
- Broad knowledge and experience related to City government operations and applicable county, state or federal laws, plus five (5) years of increasingly responsible management and administrative experience, preferably in a governmental organization is required.
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position will be considered.



### Necessary Knowledge, Skills and Abilities:

- Strong knowledge of municipal operations, including policy and program development and implementation, and finance and budgeting.
- Ability to lead complex programs, develop departmental goals, and drive strategic initiatives.
- Proven ability to develop and sustain strong and collaborative working relationships with staff, elected officials, and the community to foster trust and advance key city goals and objectives.
- Skilled in interpreting and applying federal, state, and local laws and policies relevant to city operations.
- Proficient in office software and systems used for reporting, analysis, and communication.
- Experienced in supervising staff, providing clear direction, and supporting team performance.
- Capable of analyzing problems, evaluating alternatives, and implementing practical solutions.
- Effective written and verbal communicator with the ability to build strong working relationships across all levels.

## COMPENSATION & BENEFITS

- **\$144,864 - \$184,884 DOQ**
- Medical/Vision and Dental Insurance: Choice of Two Plans - City Pays 95% of the Premium
- Paid Group Life Insurance
- Long Term Disability Insurance
- Section 125 (Flexible Spending Account) Plans
- HRA VEBA (Voluntary Employees' Beneficiary Association) Contributions
- Oregon PERS Retirement
- Generous Paid Leave, including Vacation Leave, Sick Leave and Administrative Leave
- 40 Hour Vacation Bank and 20 Hour Sick Leave Bank at Time of Hire
- Holiday Leave: 11 Paid Holidays + 2 Floating Personal Holidays
- Vacation Buyback Program
- Voluntary Deferred Compensation Program
- Physical Fitness Incentive
- Employee Assistance Program
- Education and Training
- Up to \$10,000 for Relocation Expenses



**To learn more about the  
City of Forest Grove, please visit:**

**[www.forestgrove-or.gov](http://www.forestgrove-or.gov)**

The City of Forest Grove is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 17, 2025** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. **To apply**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "**City of Forest Grove, OR – Assistant City Manager**", and click "**Apply Online**", or click [here](#). If you are a veteran and wish to apply for veterans' preference points, please indicate that in your application in the supplemental questions, complete and submit the [veterans' preference form](#) posted on the City of Forest Grove website, and upload to your application.



**[www.prothman.com](http://www.prothman.com)**

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