



Oregon

CITY MANAGER

\$145,000 - \$170,000 DOQ

Plus Excellent Benefits

Apply by

October 26, 2025

Open Until Filled

***P*ROTHMAN**



THE COMMUNITY



King City, Oregon, is a welcoming and growing community in Washington County's scenic Tualatin Valley. Just twelve miles southwest of Portland and minutes from Tigard, Tualatin, and Beaverton, the city

combines small-town charm with easy access to metropolitan conveniences.

Compact at under one square mile, King City is home to just over 5,000 residents. Its location along Highway 99W provides both convenience and connection, while the nearby south slope of Bull Mountain offers a beautiful natural backdrop. Originally envisioned as a retirement haven, King City has evolved into a vibrant, age-friendly community with thoughtfully planned neighborhoods, parks, and new developments. High homeownership rates, well-kept streets, and lush landscaping create a peaceful, neighborly atmosphere where residents know each other by name and truly feel at home.

The city invests in smart growth, guided by plans such as the 2018 Concept Plan, the Transportation System Plan, and the 2023 Kingston Terrace Master Plan. Hundreds of new homes are planned or under construction, ensuring a strong future while maintaining the city's character and quality of life.

Outdoor recreation is central to life here. King City Community Park spans 17 acres with playgrounds, walking trails, wetlands, and river access. Additional parks and trails invite nature walks, picnics, and family outings. The King City Civic Association also offers a golf course, pool, clubhouse, and lawn bowling.

With approximately 75 local businesses, residents enjoy everyday conveniences close to home while benefiting from nearby urban job markets, shopping, dining, and cultural amenities.

For those seeking tranquility, safety, and connection without sacrificing accessibility, King City offers the perfect balance. It is a community designed for comfort today and thoughtfully planned for tomorrow.



THE CITY

The City of King City operates under a Council-Manager form of government, with policy direction set by a seven-member City Council elected by the public at large and administrative leadership provided by the City Manager. Councilors are elected to staggered four-year terms, with the Mayor serving as one of the seven members and presiding over Council meetings. A seven-member Planning Commission also advises on matters of land use, development, and long-range planning.

Operating with 13.8 FTEs on a 2024/2025 budget of nearly \$17 million including a General Fund of \$5.2 million, the City provides a full range of municipal services. The City Manager's Office oversees Finance, the City Recorder, Economic Development, and Information Technology Services. Additional functions include the Municipal Court, Public Works Services, and Development Services, which encompass building code enforcement, land use planning, business licensing, and engineering. The Police Department provides public safety, while Parks and Recreation maintains facilities and programs that support community well-being.

THE DEPARTMENT

The City Manager's Department serves as the administrative hub of King City government, providing leadership, coordination, and oversight for all City operations. Guided by the City Council, the City Manager ensures that policies are effectively implemented, services are delivered efficiently, and community engagement remains transparent and responsive.

The Department is organized into four divisions which include Finance, City Recorder, Economic Development, and Information Technology Services. The Finance Division safeguards the City's fiscal health through accounting, payroll, budgeting, debt management, and transparent financial reporting, as well as administering development charges for transportation and parks. The City Recorder's Office ensures open and accessible government by maintaining public records, preparing official meeting agendas and minutes, overseeing elections, and managing the citywide records program. Information Technology Services provides secure and reliable technology infrastructure, GIS mapping, and technical support for City departments and the Police Department, ensuring operational continuity and innovation. The Economic Development Division promotes sustainable growth by attracting and supporting businesses, offering resources to entrepreneurs and developers, and fostering economic opportunities that strengthen the community.

Together, these divisions form a cohesive department that not only manages day-to-day administrative needs but also drives King City's long-term strategic goals.



THE POSITION

The City Manager reports directly to the King City Council, serving as the chief executive officer and administrative head of the City. The City Manager provides professional leadership in carrying out Council policies, overseeing daily operations, and managing all City departments, including Finance, Development Services, Public Works, Police, Parks and Recreation, and the Municipal Court. This position prepares and administers the City's budget, directs the receipt and disbursement of funds, manages contracts, and ensures compliance with state and local regulations. The City Manager also represents the City in negotiations, maintains relationships with regional and intergovernmental partners, and fosters transparent communication with residents and stakeholders. The ideal candidate will be an experienced municipal leader with a strong background in financial management, organizational leadership, and strategic planning. Success in the role requires sound judgment, the ability to balance multiple priorities, and a commitment to integrity, democratic governance, and responsive public service.

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

OPPORTUNITIES & PRIORITIES

Building a Responsive City Hall: The City Manager will be expected to create a city hall culture that respects citizen input while providing professional local government management consistent with outcomes set by the City Council and Oregon law.

Collaborative and Fair Partnerships: The role requires building and sustaining strong relationships with external partners and ensuring that outcomes are fair for all parties, avoiding the perception that some have won at the expense of others.

Guiding City Goals and Priorities: The City Manager will assist the Mayor and City Councilors in establishing goals and prioritizing opportunities for the city, then skillfully articulate these goals to city staff and community members to ensure a shared understanding of the city's direction and how it will be accomplished.

Facilitating Community-Driven Solutions: The position calls for actively seeking out and listening to community concerns and comments, identifying solutions that City Councilors can support, and applying excellent communication skills with a listen-first approach to facilitate groups in coming together around shared interests and developing actionable solutions.



THE IDEAL CANDIDATE

Education and Experience:

- A bachelor's degree in a related field is required, with a master's degree in a related field preferred.
- Candidates must have a minimum of four (4) years of successful management and leadership experience as a government professional.

Necessary Knowledge, Skills and Abilities:

- A solid understanding of the respective roles of the City Manager, City Councilors, and city staff within Oregon local government.
- The ability to provide strategic planning support to assist City Councilors in developing goals and achieving effective outcomes.
- The ability to foster teamwork through support, encouragement, and empathy.
- Strong management skills that are directly applicable to municipal organizations in Oregon.
- Leadership grounded in emotional intelligence, accountability, collaboration, and respect.
- The ability to resolve conflicts effectively with a willingness to address issues directly and constructively.
- Comprehensive understanding of Oregon's local government revenue system, including permanent tax rates, assessed value limitations, compression, and the use of Local Option Levies to meet community needs.
- Experience in human resource management, including oversight of staff development and personnel practices.
- The ability to engage meaningfully in the community and be recognized as both a leader and an active member of King City.
- The ability to support city staff by providing resources, encouragement, and the information necessary for them to succeed and help the Council achieve its goals.
- Strong negotiation skills focused on achieving fair and strategic outcomes.

COMPENSATION & BENEFITS

- **\$145,000 - \$170,000 DOQ**
- Health (Regence) Vision (VSP Vision Care) Dental (Delta).
- 1.5 x Salary up to \$75,000 Accidental Death & Dismemberment Plan.
- Long-Term Disability Plan - (LTD) 50% 90 Day \$5,000 \$10,000 - City Paid.
- HRA - City paid.
- Flexible Spending Account (FSA).
- Beyond Well - a lifestyle program.
- Employee Assistance Program (EAP).
- Retirement - City Paid. Sick Leave - 8 hours per month.
- Vacation Leave – (6.67 to 13.34 hours accrued per month depending on years of service.)
- Management leave - 40 hours per year - doesn't carry over.
- Floating Holiday 8 hours.
- Fitness Incentive: Reimbursement maximum of \$600 each fiscal year in two installments.
- Vehicle Allowance - \$350 dollars per month.
- City-issued cell phone.



**For more information on
The City of King City, please visit:
www.ci.king-city.or.us**

The City of King City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 26, 2025** (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 King City, OR – City Manager", 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.



www.prothman.com

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