



**CITY of
DUNDEE**
Oregon

CITY ADMINISTRATOR
\$120,000 - \$150,000 DOQ

Plus Excellent Benefits

Apply by
November 16, 2025
Open Until Filled

***P*ROTHMAN**



THE COMMUNITY



Dundee is a vibrant community of just over 3,200 residents, located in Yamhill County in the heart of Oregon's renowned Willamette Valley, only 30 miles southwest of Portland. The city offers the best

of both worlds: small-town charm with easy access to the amenities of the Portland metropolitan area.

Dundee is nationally recognized as a gateway to Oregon wine country. The city sits at the center of the Dundee Hills American Viticultural Area (AVA), where distinctive red volcanic soils produce world-class Pinot noir and other varietals. The wine industry is a defining feature of the local economy and community identity, drawing visitors from around the globe.

In addition to its wineries, Dundee offers abundant scenic beauty. Rolling hills, fertile farmland, and the nearby Willamette River provide opportunities for hiking, paddling, cycling, and year-round outdoor recreation. The community also takes pride in its historic Dundee Community Center and a growing downtown district, where restaurants, tasting rooms, and boutique shops create a welcoming and walkable environment.

Over the next decade, the community is poised for significant transformation. Downtown development is underway, including \$130 million in hotels that will reshape the city's core and serve as a catalyst for further investment. Population growth is expected to double, and major plans for the Riverside District will bring new residential, commercial, and recreational opportunities, creating a more vibrant and connected community. These changes will redefine the city's character, expanding its economic base, enhancing cultural and social amenities, and positioning it as a regional hub for growth and activity.

With an exciting future, strong sense of place, rich agricultural heritage, and commitment to quality of life, Dundee provides an exceptional setting for residents, visitors, and businesses alike. It is a community that values its rural roots while embracing thoughtful growth and investment in the future.



THE CITY

The City of Dundee operates under a Council/City Administrator form of government. The governing body consists of a Mayor, elected to two-year terms, and six Councilors elected to staggered four-year terms. Together, the Council provides policy direction, while the City Administrator oversees day-to-day operations and implements Council priorities. The organization is structured into three divisions: Administration, Public Works, and the Fire Department. Law enforcement services are provided through a contract with the City of Newberg for the Newberg–Dundee Police Department. The City also contracts for planning, engineering, and legal services to support its operational needs.

The City employs 13 full-time staff and maintains a strong volunteer base of approximately 22 volunteer firefighters. City Hall includes the City Administrator and three office staff members; Public Works consists of five full-time employees; and the Fire Department is staffed by five full-time personnel in addition to volunteers. The total adopted budget for FY 2025/2026 is \$13,195,300, supporting municipal operations, public safety, infrastructure, and community services. The City also manages an Urban Renewal District along Highway 99W, which encompasses the business district and supports economic development and revitalization efforts.





THE POSITION

The City Administrator is responsible for carrying out the policies of the City Council and overseeing the day-to-day operations of the organization. This position manages all city departments, supervises staff, advises the Council on policy and operational matters, prepares and administers the city budget, ensures fiscal accountability, and acts as the primary liaison between elected officials, staff, and the community.

It is expected that in five to ten years, this will be a fundamentally different position than it is today. This role will grow and change alongside the community as development accelerates, revenue expands, City staffing levels increase, operations become more complex, and the scope of responsibilities evolve. The City Administrator will play a vital role in helping to shape the future of the community, which demands a candidate with strategic vision, adaptability, and leadership to navigate growth while maintaining organizational excellence. The successful candidate will not only manage the present but also play a central role in shaping the systems, policies, and culture that will sustain the community's prosperity in the years to come.



OPPORTUNITIES & PRIORITIES

Digital Communication and Engagement

The next City Administrator will have the opportunity to leverage technological advancements to improve communication and build organizational efficiencies. This includes focusing on outreach strategies that effectively reach both long-term residents and younger families who rely heavily on digital platforms, ensuring that communication meets the diverse technological preferences of Dundee's multigenerational community.

Community Presence

The City Administrator will be expected to demonstrate strong public contact skills and maintain a consistent, visible presence at community events and external meetings. This individual will serve as an effective voice and face for both City Hall and the Dundee community when the Mayor or Councilors are unavailable. Success in this area will require the ability to use both diplomacy and direct communication styles and to discern when each approach is most appropriate.



Financial Management and Forecasting

A key priority for the incoming City Administrator will be to manage the City's budget and finances with precision. This includes applying financial forecasting skills to keep programs within budget, monitoring revenue streams, and anticipating and preparing for potential financial challenges to ensure the City's long-term fiscal stability.

Advance the Destination Dundee Vision

The City Administrator will be responsible for carrying the Destination Dundee Vision as the cornerstone for City programs and projects. This includes clearly articulating where Dundee is headed and how it will achieve its goals, as well as developing and implementing strategies that bring this community vision to life.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college or university in a related field is required. A master's degree in related field is desired. Experience with Main Street Programs is also desired.

The ideal candidate will be a collaborative and communicative leader who is enjoyable to work with and brings strong technological skills to manage communication effectively. This individual will demonstrate political astuteness while maintaining professional neutrality and will possess a solid understanding of governmental finance. Familiarity with land use regulations and Oregon's development processes will be important, as will leadership that promotes collaboration by sharing information up and down the organization to motivate staff and build a sense of ownership.

The ideal candidate will be a forward-thinking and adaptable leader with the strategic vision, financial acumen, and organizational leadership skills to guide day-to-day operations while shaping the systems, policies, and culture needed to support a rapidly growing and evolving community.

This person will be deeply committed to public transparency and will ensure that the Mayor and Councilors remain fully and equally informed about major city initiatives.

The City of Dundee is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 16, 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 Dundee, 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

- **\$120,000 - \$150,000 DOQ**
- City pays 100% of employee health insurance premiums and 80% of dependents/family portion of premiums.
- Monthly City-paid contribution to HRA VEBA (contribution amount according to adopted matrix).
- City Recognized Holidays include New Year's Day, MLK Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (1/2 day, starting at noon), Christmas Day, New Year's Eve (1/2 days starting at noon).
- Oregon PERS retirement (City pays employee's contribution).
- Vacation pursuant to city policy (6.67 hours (80 hours annually) for 0-5 years of tenure).

**For more information on
the City of Dundee, please visit:**

www.dundee.city.org



www.prothman.com

206.368.0050