



## City of Clatskanie City Manager

---

**Job Title:** City Manager  
**Department:** Administration  
**Salary:** \$103,716 yr. - \$132,375 yr.

**Class:** FLSA Exempt  
**Date:** October 15, 2025

### **JOB SUMMARY:**

Provides general management and administration for all City functions as defined in Section 24 of the Clatskanie Municipal Charter. Responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie. Exercises supervision and leadership over the city's employees, contractors, and agents. Leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. Serves as chief budget officer, and floodplain administrator. Responsible to administer collective bargaining agreement with exclusive representative. Position is subject to an employment agreement.

### **SUPERVISION RECEIVED:**

Appointed by and works under the administrative supervision of the City Council.

### **SUPERVISION EXERCISED:**

Supervises and/or oversees the supervision of all city staff. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and terminate or effectively recommend the same.

### **ESSENTIAL DUTIES:**

- Serves as the Chief Executive Officer of the city government.
- Attends all council meetings unless excused by the council or mayor. Actively provides on-going and regular communication to the city council on the needs, affairs, and activities of the city. Provides the city council with information necessary to make informed decisions.
- Ensures the provisions of all ordinances are administered to the satisfaction of the council.
- Ensures the terms of franchises, leases, contracts, permits, and privileges granted by the city are fulfilled. Supervises city contracts and the operation of city-owned public utilities and property.
- Appoints, disciplines, supervises, controls, and removes city employees, except as otherwise delegated by city Code and/or Charter. Organizes and reorganizes the departmental structure of the city government.
- Prepares, transmits to the council, and administers the annual city budget. Ensures city activities and services are performed within budget; performs cost control activities;



## City of Clatskanie City Manager

---

monitors revenues and expenditures; and ensures effective/efficient use of budgeted funds, personnel, materials, facilities, and time. Investigates and resolves account discrepancies and participates with auditors in verifying, testing, and researching data. Serves as budget officer in accordance with state statutes. Serves as City's Grant Administrator.

- Attends various public meetings (such as planning commission) as needed.
- Ensures proper administration of collective bargaining agreement with respective exclusive representative/union.
- Ensures the preparation of city council and other public meeting/hearing agendas, packet materials/aids, and associated minutes.
- Ensures the proper facilitation of city property acquisition and disposition. Enters into contracts on the city's behalf as consistent with adopted budget, laws, and/or policies.
- Administers activities associated with the city's employee relations and human resources programs, ensuring compliance with applicable laws, agreements, and policies. Serves as the city's chief union negotiator.
- Serves as the city's planner in coordination with the City's contract planning firm, to ensure compliance with applicable planning/zoning requirements.
- Reviews and processes floodplain permits and performs related duties in the role of the city's floodplain administrator.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Contributes to a positive work environment; establishes and maintains effective and cooperative working relationships with those encountered in the performance of duties including other employees, elected officials, other law enforcement officials, business and community organizations, and the public.
- Follows all safety rules and procedures for work areas.
- Performs other related duties as assigned.

### **SCREENING CRITERIA**

#### **Education and Experience:**

- A bachelor's degree from an accredited college or university in public/business administration.
- AND at least five (5) years' progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or similar.
- OR any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position.



## City of Clatskanie City Manager

---

### **Special Requirements / Licenses:**

- Possession/maintenance of a valid driver's license and maintenance of acceptable driving record (valid Oregon driver license required within 30 days of hire).
- Must successfully complete required background investigation(s) as pertaining to the position.

### **Preferred Qualifications:**

- Master's Degree from an accredited college or university in public/business administration.

**Knowledge of:** federal, state, and local laws, regulations, and policies related to city administration and operations including, but not limited to, public records and meetings, local government roles, administration of collective bargaining agreements, public budget and financing, flood plain management, land use planning and management, regulatory processes and foundations, election processes and boundaries; effective communication and community engagement strategies and tools, and their application; principles, policies, procedures, and practices of municipal government and related program development and administration; best practices for government finance and budgeting; modern office procedures, methods, and equipment including computer systems and supporting applications spreadsheets and word processing; principles of supervision, training, and performance management.

**Skill in:** operation of computers and computer applications, preferably with Microsoft Office Suite of products; communicating information effectively, both verbally and in writing, in English and with proper grammar and spelling; effective interpersonal relations; utilizing sound judgement in making effective decisions; managing complex, sensitive issues; working cooperatively with elected leadership to carry out the operations of the city; effective public speaking; learning and applying relevant laws, ordinances, rules, regulations, principles, and techniques; demonstrating competence and effective solutions in the use of fund accounting; successfully managing revenues and expenses in a manner that ensures stability and opportunity; demonstrating awareness of the appropriate roles and responsibilities of the city council and administrator.

**Ability to:** successfully complete a pre-employment criminal background check; prioritize effectively; be proactive-and open to ideas, suggestions, and constructive criticism from citizens, City Council, and staff; maintain a high degree of ethical and unquestioned integrity; establish clear expectations in the supervision of city staff, provide productive feedback and foster an atmosphere of teamwork and collaboration; maintain accountability to the city council for time/duties; carry out the intentions of the city council in a positive manner; interact with others in a tactful, diplomatic, and polite manner, demonstrating sensitivity to others' needs/motives and without arousing antagonism or negativity; appreciate and participate in building trusted and creative relationships both inside and outside the city's organization; act as a leader of



## City of Clatskanie City Manager

---

community concern and facilitator of community solutions; treat others in a fair, consistent, and impartial manner; deal effectively with conflict; .

### **PHYSICAL DEMANDS OF POSITION:**

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to lift and/or move materials under 5 lbs. daily and over 20 lbs. occasionally. The position requires the ability to operate a motor vehicle. Manual dexterity and coordination are required for less than half of the daily work period while operating standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication skills

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate, and lighting is adequate.

### **RECRUITMENT PROCESS**

Complete City of Clatskanie application available at [www.cityofclatskanie.com](http://www.cityofclatskanie.com). Send application, cover letter and resume to:

City of Clatskanie  
Attn: City Manager Recruitment  
P.O. Box 9  
Clatskanie, OR 97016

Electronic submissions are welcome. Send to: [ghinkelman@cityofclatskanie.com](mailto:ghinkelman@cityofclatskanie.com). Please put "City Manager Recruitment" in subject line. Closing date for this recruitment is February 27, 2026. Finalists will be contacted for an interview. Selectee will be subject to a background check. Selectee will be required to move to Clatskanie area. Ideal date for starting is May 4, 2026. A relocation allowance of \$5000 is available.

**THIS JOB DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND OTHER DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT TO THE POSITION.**