

OREGON

CITY ADMINISTRATOR

\$138,566 - \$172,206

Plus Excellent Benefits

Apply by

April 19, 2026

(First Review, Open Until Filled)

***P*ROTHMAN**



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 its municipal airport to recruit new industries and trade-sector businesses.

Like many smaller cities in the state, Madras does face some financial and organizational challenges that will require disciplined leadership and collaboration for thoughtful decision-making. The next City Administrator will help align service expectations with available resources while maintaining essential municipal operations and long-term financial sustainability.

Council is seeking an experienced municipal executive who combines operational expertise with sound fiscal judgment and can provide steady executive leadership while reinforcing organizational fundamentals.

This position represents a meaningful professional opportunity for a proven City Administrator prepared to lead through complex financial realities while supporting staff and positioning Madras for long-term success.

THE COMMUNITY

Located in Central Oregon, Madras serves as the County Seat of Jefferson County and is home to approximately 8,242 residents and over 58,000 acres of irrigated farmland. The region offers high desert scenery and panoramic views of the Cascade Mountain Range along with many outdoor recreational opportunities. Madras' low-humidity climate offers over 300 days of sunshine and approximately 13 inches of precipitation per year, making the area a popular destination for cycling, fishing, golf, hiking, camping, rockhounding, and water sports. Winter recreation is also readily accessible, including skiing and snowboarding within a short drive. The nearby Cove Palisades State Park provides more than 4,000 acres of surface water for boating, framed by dramatic basalt canyon walls.

Within 70 miles are four ski resorts, including Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor, as well as numerous regional golf courses. Agriculture remains a defining element of the local economy, with crops thriving in the area's sunny days and cool evenings. The community reflects a blend of industry, agriculture, and recreation.



Community amenities include a hospital, library, a branch campus of Central Oregon Community College, a five-plex movie theater, drag strip, circle track, skateboard facility, the Madras Performing Arts Center, Desert Peaks Golf Course, the Madras Aquatic Center, and an interconnected system of walking paths. The City also operates the Madras Municipal Airport and is home to the Erickson Aircraft Collection, a public museum featuring one of the largest private collections of rare airworthy warbirds. Madras hosts the annual Airshow of the Cascades and benefits from mountain biking trails maintained by the Central Oregon Trail Alliance.

Madras is located approximately 30 miles from Redmond, which offers a regional airport with daily commercial flights, and 40 miles from Bend, providing expanded shopping, medical, and cultural amenities that allow residents to enjoy an urban-rural lifestyle.

Madras offers a strong sense of community pride and regional opportunity while also reflecting the operational realities common to growing rural communities. The need for thoughtful growth management, reliable public safety, and economic diversification with limited municipal resources characterizes the community's challenges and tremendous opportunities.



THE CITY

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 2025/2026 budget of \$40,579,444 and employs approximately 45 FTEs. City departments include Administration, Community Development, Finance, Police, and Public Works.

Like many smaller full-service cities, Madras operates with modest staffing resources and a lean organizational structure. The City is focused on strengthening internal coordination, reinforcing fiscal discipline, and enhancing cross-department alignment in support of coordinated and sustainable service delivery.

The Administration Department provides support to the Mayor and City Council, the City Administrator, City departments, and the general public. Administrative functions are carried out by three full-time positions: the City Administrator, the City Attorney, and the City Recorder/Elections Officer/Communications Specialist. The City Administrator and City Attorney each serve as direct reports to the Mayor and City Council, with distinct and independent responsibilities.



THE POSITION

Under the direction of the Mayor and City Council, the City Administrator serves as the chief executive and administrative officer of the City and is responsible for implementing Council policy, overseeing City operations, and ensuring effective, efficient, and transparent municipal service delivery.

The City Administrator provides executive leadership to City departments and works closely with each Department Director to coordinate, prioritize, and ensure that departmental services and functions are delivered efficiently, on time, and professionally.



The Administrator serves as the principal advisor to the Mayor and City Council, providing professional, independent guidance on operational, legal, and financial considerations and recommending alternatives aligned with adopted priorities and available resources.

The position requires clear and consistent communication internally with staff, externally with community partners, and with the City Council through preparation of written reports and recommendations to Council, coordination with department leadership, and engagement with the public in an open and professional manner.

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

OPPORTUNITIES & PRIORITIES

Organizational Stability & Alignment: Madras is entering a period focused on stabilizing and aligning internal operations to deliver cost-effective and reliable services. The City Administrator will work with Council and staff to strengthen coordination across departments, clarify priorities, and ensure organizational efforts are aligned with available staffing and financial resources. Establishing consistent leadership practices and reinforcing shared expectations will support long-term operational continuity and organizational confidence.

Fiscal Stewardship & Long-Range Financial Sustainability: The City faces ongoing financial pressures common to many growing full-service communities that are balancing service expectations with limited revenues. The Administrator will play a central role in evaluating current service delivery models, aligning expenditures with sustainable revenues, and supporting informed policy decisions grounded in long-term fiscal responsibility. This work may include difficult budget discussions, prioritization of services, and development of sustainable financial strategies that protect core municipal operations.

Governance, Decision-Making & Council Relations: Supporting effective Council-Administrator relations will remain essential. The Administrator will provide timely, accurate, and objective information to assist Council policy decisions while ensuring adopted actions are operationally feasible and fiscally sustainable. Success in this area includes maintaining clear governance roles, supporting informed deliberation, and translating policy direction into coordinated organizational implementation.



Operational Effectiveness & Organizational Systems: The City continues to strengthen internal systems and administrative processes that support efficient service delivery. Opportunities exist to enhance cross-department collaboration, improve workflow coordination, reinforce accountability, and ensure organizational decisions are informed by operational expertise and data-driven analysis.

Infrastructure & Sustainable Service Delivery: As Madras experiences gradual growth and evolving community needs, maintaining reliable infrastructure and municipal services remains a priority. The Administrator will work with staff and Council to balance infrastructure investment, maintenance obligations, and operational capacity while ensuring service delivery remains sustainable over time.

Communication, Trust & Community Engagement: Maintaining transparent and predictable communication across the organization and community will be important to organizational progress. Fostering open dialogue with Council, staff, residents, businesses, and regional partners while supporting public understanding of City priorities, financial realities, and service decisions is critical.

IDEAL CANDIDATE

Required Education and Experience:

- A bachelor's degree or equivalent experience in public administration, business, planning, civil engineering, or a related field.
- Six (6) years of progressively responsible municipal experience.

Preferred Education and Experience:

- A master's degree in a related field.
- Demonstrated senior-level experience in municipal budgeting and financial management.
- Experience developing and administering complex budgets and long-term fiscal planning.
- Experience working with elected officials in a Mayor-Council form of government.
- Prior experience as a City Administrator, Assistant City Administrator, or senior municipal executive in a small or mid-sized community, preferably within Oregon or a comparable regulatory environment.
- Experience leading organizations through financial constraint, organizational restructuring, or service-level adjustments while maintaining workforce engagement and organizational stability.

Necessary Knowledge, Skills and Abilities:

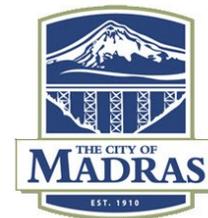
- Demonstrated ability to provide candid professional advice, navigate conflict constructively, and guide elected officials and organizations through difficult policy and service-level decisions.
- Strategic planning skills to assist City Councilors with goal development and effective outcomes.
- Excellent management skills grounded in accountability, collaboration, and professionalism.
- Knowledge of Oregon municipal budgeting law and practices with demonstrated prudent fiscal stewardship.
- Strong written communication skills, including the ability to prepare clear staff reports, financial analyses, and policy recommendations.
- An understanding of economic development strategies in Oregon and urban renewal district management.
- Knowledge of municipal laws, governance roles, and risk management.
- Ability to establish structured decision-making processes that support collaborative and informed decision-making.
- A willingness to engage in the community and serve as a visible, steady, and trusted public leader.
- The ability to interpret data, evaluate operational performance, and align resources with adopted priorities.
- Demonstrated ability to lead organizations with sound fiscal management while maintaining employee engagement and morale and maintaining public trust.
- Professional confidence to make and implement difficult or unpopular decisions when necessary with professionalism with clarity and accountability.

COMPENSATION & BENEFITS

- **\$138,566 - \$172,206 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 management leave.
- Eight (8) hours per month of accrued paid sick leave.
- Twelve (12) 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



The City of Madras is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 19, 2026** (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.



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