



CITY ADMINISTRATOR
\$116,587 - \$153,421

Apply by
April 26, 2026
(First Review, Open Until Filled.)

***P*ROTHMAN**



THE COMMUNITY



Stevenson, Washington is located in Skamania County within the Columbia River Gorge National Scenic Area, approximately 45 miles east of Portland, Oregon. Situated along the north bank of the Columbia River, the city serves as the county seat and a regional service center. With a population of more than 1,600, Stevenson has developed as a riverfront community centered on transportation, trade, and timber.

The city is defined by its setting within the Columbia River Gorge, where steep basalt cliffs, forested hillsides, and the Columbia River create a dramatic natural landscape. Elevations rise quickly from river level into the Cascade foothills, offering expansive views and access to surrounding natural areas. The region experiences a marine-influenced climate, with wet winters, warm dry summers, and annual precipitation ranging from 60 to 80 inches. Seasonal winds through the Gorge further contribute to the area's distinctive character.

Housing in Stevenson is primarily composed of single-family homes, along with smaller residential developments that follow the natural terrain. The city's compact, walkable downtown sits near the waterfront and serves as a hub for civic activity, local services, and community gathering. Development patterns reflect both the area's topography and its historic connection to the river.



Stevenson is served by the Stevenson-Carson School District, which provides K–12 education locally. Residents benefit from proximity to the greater Portland metropolitan area, where additional employment opportunities, higher education institutions, and specialized services are readily accessible. State Route 14 provides convenient east–west access along the Washington side of the Gorge, while the Bridge of the Gods offers a direct connection to Oregon. Portland International Airport can be reached in under an hour, supporting easy regional and national travel.

Outdoor recreation is also an integral part of life in Stevenson. The Columbia River Gorge is internationally recognized for windsurfing and kiteboarding, and the surrounding area offers extensive opportunities for hiking, fishing, and year-round recreation. Local amenities include waterfront parks, golf at Skamania Lodge, and a growing selection of dining and brewery options that serve both residents and visitors. These characteristics make Stevenson a well-connected Columbia River Gorge community where natural beauty, recreation, and access to regional amenities support a high quality of life.

THE CITY

The City of Stevenson operates under a Mayor–Council form of government, in which the Mayor serves as the head of the executive branch and five City Council members serve as the legislative body. The Mayor and Council members are elected by the citizens of Stevenson to four-year terms. Together, they establish the City's policy direction, while the City Administrator is responsible for implementing those policies and overseeing the day-to-day operations of the organization.

Operating with a 2026 budget of \$14,246,479 and 11 FTEs, the City provides a full range of municipal services to the community through a lean and collaborative organizational structure typical of a small municipality. Core services include water, sewer, and stormwater utilities; street maintenance and infrastructure; land use planning and permitting; fire protection and emergency services; and general municipal administration. These services are delivered through key functional areas, including Administration (City Hall), Finance, Public Works, Community Development (planning and building), Emergency Services (fire), and the City Attorney.

THE POSITION

The City Administrator serves as the City's chief administrative officer and is responsible for overseeing the day-to-day operations of the City organization. Working under the direction of the Mayor and in coordination with the City Council, the Administrator provides professional leadership in municipal administration, financial management, personnel management, policy implementation, and intergovernmental relations.

The City Administrator ensures that City operations are conducted efficiently, transparently, and in accordance with applicable laws, regulations, and policies. The position plays a key role in implementing policies adopted by the City Council, supporting strategic initiatives, managing City resources responsibly, and advancing the long-term goals of the community.

The City Administrator supervises department heads and works closely with the Mayor and City Council to implement adopted policies and priorities while maintaining effective coordination among City departments and programs

To view the full job description, please see the attachment provided [here](#).



OPPORTUNITIES AND CHALLENGES

Balancing Economic Vitality and Community Priorities: Stevenson faces the ongoing challenge of supporting and expanding its business base while balancing the needs of a growing tourism economy with those of the local community, including affordable housing and reliable, affordable infrastructure.

Advancing a Shared Vision for the City: There is a significant opportunity for an innovative leader to help develop, articulate, and advance the Mayor and Council's vision for the City's future.

Leading Through Transition with Trust and Stability: The City is in a period of transition, both organizationally and within the broader community, with new leadership at several levels. This creates an opportunity for a City Administrator who can lead by example, build trust, and restore confidence in City government.

Strengthening Leadership Capacity and Organizational Culture: Developing and mentoring executive leadership and key staff will be essential to sustaining and strengthening a service-oriented organizational culture while advancing Council and community priorities.

Deepening Community Engagement and Local Presence: The City seeks an Administrator who is engaged and visible within the community, with a preference for residing within the City, and who can actively support and participate in important community conversations.

EDUCATION & EXPERIENCE

Minimum Qualifications:

- A bachelor's degree from an accredited college or university in public administration, business administration, planning, finance, or a related field;
- **AND** at least five (5) years of progressively responsible experience in municipal government, public administration, or a related field, which may include roles such as City Administrator/Manager, Assistant City Administrator, Finance Director, Community Development Director, Department Head, or similar leadership positions;
- **OR** any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position.
- Demonstrated experience in organizational leadership, budget development and oversight, and working effectively with elected officials, staff, and the public.
- Working knowledge of municipal operations, including budgeting, personnel administration, and applicable public sector laws and regulations.
- Possession of, or ability to obtain, a valid Washington State driver's license within a reasonable timeframe.



Desired Qualifications:

- Experience working in a small to mid-sized municipal government or similarly scaled organization.
- Experience with capital planning, infrastructure projects, or utility system oversight.
- Experience with grant development, administration, and funding strategies.
- Familiarity with Washington State laws and regulations applicable to municipal government, including public meetings, public records, and budgeting requirements.
- Engagement in professional organizations such as the Association of Washington Cities (AWC), International City/County Management Association (ICMA), or similar.



Necessary Knowledge, Skills, and Abilities:

- Knowledge of and commitment to adherence with the ICMA Code of Ethics, demonstrating integrity, professionalism, and accountability in public service.
- The ability to facilitate public meetings, including Council sessions, in a transparent, inclusive, and professional manner that builds public trust.
- The skill to cultivate and maintain constructive, collaborative relationships among Mayor, Council, and staff to support effective governance.
- Knowledge of tourism strategies and economic and business development practices that strengthen local vitality and community growth.
- The ability to oversee infrastructure development, maintenance, and financing with a strong understanding of long-term sustainability and capital planning.
- The skill to manage complex projects, ensuring timely delivery, stakeholder alignment, and effective resource coordination.
- Knowledge of public sector budgeting and finance, with an emphasis on fiscal sustainability and responsible stewardship of public funds.
- The ability to develop and implement affordable housing strategies that address community needs and align with regional and state priorities.
- The skill to communicate clearly and effectively, translating complex technical and governmental information into accessible, transparent messaging for diverse audiences.
- Demonstrated experience in staff and labor relations, including the application of sound human resources practices that foster a positive and compliant workplace environment.
- The ability to navigate political environments with awareness and professionalism, balancing competing interests while maintaining organizational integrity and neutrality.

COMPENSATION & BENEFITS

➤ \$116,587 - \$153,421 DOQ

- Medical insurance for employee and eligible dependents, with 100% of premiums paid for by the City.
- Health Reimbursement Arrangement (HRA/VEBA): Employees who elect City medical coverage are required to participate; employees contribute \$30/month and the City contributes \$20/month for eligible healthcare expenses.
- Cash-in-lieu option for employees who waive City medical coverage.
- Participation in the Washington State Department of Retirement Services (PERS), with optional contributions through Deferred Compensation payroll deductions.
- Vacation leave accrued monthly beginning at 8 hours per month; available for use after completion of a 6-month Trial Period; accrual increases after 5 years of service, with an additional 8 hours per year starting at 6+ years, not to exceed 240 hours; accrual rates may be negotiated for exempt employees; unused vacation may be cashed out upon separation.
- Sick leave accrued at 8 hours per month, capped at 1,440 hours; accrual may be negotiated for exempt employees; eligible for 25% cash-out upon retirement or after 25 years of service.
- 11 paid holidays and 2 personal days per year, with personal days credited at the beginning of the year.

- Bereavement leave of up to 3 days.
- Jury duty leave with full pay while serving on a jury or appearing as a legally required witness.
- Paid military leave in accordance with state law.
- Family and Medical Leave (FMLA) eligibility in accordance with applicable law.
- Workers' compensation coverage for job-related injuries or illnesses.
- Shared leave program for extended medical or family needs.
- Administrative leave as approved.

To learn more about the City of Stevenson and the local community, please visit:

www.ci.stevenson.wa.us

www.visitstevensonwa.com

www.stevensonmainstreet.org



The City of Stevenson is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 26, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Stevenson, WA – City Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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