





NORTH PLAINS
OREGON
City to the Sunset

CITY MANAGER

$150,000 - $180,000

Plus, excellent benefits, including a 12-month severance package.

Apply by
December 6, 2026
(First Review, Open Until Filled.)

PROTHMAN







WHY APPLY?



The City of North Plains offers a defining opportunity for a leader motivated by the challenge of helping a community move forward. This small rural city has considerable potential and needs a City Manager who can see the possibilities, take on difficult work, and help turn that potential into lasting progress.

The next City Manager will join dedicated staff who have continued to deliver quality public services through significant leadership changes. With key vacancies in finance, planning, and public works, the manager will have the opportunity to help build the leadership team while supporting existing employees. Working with elected officials and residents, the manager will help establish productive working relationships, develop a shared direction, and guide the City's next steps.

Located in Washington County, just west of Portland, Oregon, North Plains combines a small-town atmosphere with access to the amenities of the Portland metropolitan area. For someone who values this setting, brings patience and resolve, and wants to make a visible difference through their leadership, North Plains offers the opportunity to help shape a community's future.





THE COMMUNITY

North Plains is a community of approximately 4,100 residents in Washington County, Oregon. Incorporated in 1963, the city retains a small-town atmosphere amid the agricultural landscape west of Portland. Its location near Hillsboro and along the Highway 26 corridor provides access to regional employment and urban amenities while keeping outdoor recreation close to home.

Community traditions include the North Plains Elephant Garlic Festival, a chili cook-off, Fourth of July celebrations, and other activities that bring residents together. The historic downtown, North Plains Senior Center, library, city parks, and Jessie Mays Community Center provide places to gather and contribute to the community's distinctive character.

Local outdoor amenities include Jessie Mays Community Park, neighborhood parks, the Ghost Creek Trail and Turtle Pond, and the West Union Pedestrian Path. The surrounding area offers cycling and golf, including nearby Pumpkin Ridge Golf Club, while the Oregon Coast provides additional opportunities for day trips and recreation.

North Plains is served by the Hillsboro School District, with North Plains Elementary and Atfalati Ridge Elementary located in the community. Students continue to Evergreen Middle School and Glencoe High School in nearby Hillsboro.

THE CITY

The City of North Plains operates under a council-manager form of government. The City Council consists of seven members, including the Mayor, and appoints the City Manager to oversee municipal administration and coordinate City services. The City adopted a 2025-2027 biennial budget of approximately $36.3 million, including reserves and unappropriated ending fund balance. City functions include administration and finance, planning and community development, public works, parks and recreation, and library services. Public Works maintain the municipal drinking water system, streets and drainage, parks and walking paths, City facilities, vehicles, and equipment. Police services are provided through a contract with the Washington County Sheriff's Office, while Clean Water Services provides sewer service.



The City's urban renewal program includes a five-acre site being prepared for development. A consulting firm currently manages the program and is assisting with development of a strategic plan, re-invigorating a small business grant program, and marketing the development site. These efforts offer opportunities to support local businesses and expand services available within the community.

The City has also hired a staff member to oversee development of a community recreation program, adding an opportunity to build on existing parks, facilities, and community activities.



THE POSITION

The City Manager serves as the City's chief administrative officer and is responsible for leading City operations in accordance with the City Charter, Municipal Code, and policies established by the City Council. The manager coordinates City services, keeps the Council informed about the City's financial condition and future needs, and leads personnel administration, including recruitment, hiring, and employee management.

The next City Manager will help staff and elected officials navigate ongoing leadership transitions, establish productive working relationships, and maintain focus on City operations. Working with staff, Council, and residents, the manager will help develop a shared direction, identify achievable priorities, and build progress through clear communication and consistent follow-through.

The manager will lead a dedicated staff committed to public service and have the opportunity to help shape the leadership team by recruiting and hiring a Finance Director, Planning Director, and Public Works Director. Supporting existing employees, developing staff, and bringing new leaders into the organization will be important parts of the role.



Opportunities and Challenges

Build and support the City team: Recruit and hire a Finance Director, Planning Director, and Public Works Director while supporting the dedicated employees who have continued to provide quality public services. Bring strong management and motivational skills to staff development and help employees succeed in their work.

Develop working relationships and a shared direction: Help the City navigate leadership changes and establish effective working relationships among elected officials, staff, and the community. Listen to differing perspectives, identify areas of agreement, and help translate shared priorities into achievable steps forward.

Help North Plains realize its potential: Work with the Council, staff, and community to plan for the future while retaining the City's small rural atmosphere. Bring an understanding of Oregon municipal government and land use laws to decisions about development, infrastructure, and services.

Advance urban renewal and business support: Work with the City's consulting firm and Urban Renewal Agency to advance strategic planning, reinvigorate the small business grant program, and support preparation and marketing of the five-acre development site.

Support community recreation and public services: Support the staff member overseeing development of a community recreation program while maintaining attention to quality municipal services. Apply experience in capital improvements, utilities, and grant administration to help meet community needs.



The Ideal Candidate

The City of North Plains seeks an experienced leader who sees the community's potential and brings the skills to help realize it. The ideal candidate will appreciate the City's small rural atmosphere, take an active interest in the community, and work with diverse groups to develop a common focus for its future.

A good listener with strong management and motivational skills, the next City Manager will build productive relationships with staff, elected officials, and residents. This person will recognize the dedication of existing employees, support their development, and bring a positive approach to building and leading the City team.

The ideal candidate will bring patience, resilience, and a willingness to tackle difficult challenges while helping others succeed. They will remain steady amid uncertainty, work constructively with differing viewpoints, and understand that trust and progress take time. North Plains seeks someone who sees the community's potential, values its character, and is motivated to invest in the sustained work of moving it forward.



Education & Experience

A bachelor's degree in public administration, business administration, political science, finance, or a related field, and at least five years of progressively responsible local government experience are required.

Candidates should bring experience managing municipal water and wastewater services, knowledge of Oregon municipal government and land use laws, and experience with capital improvements, planning, urban renewal, and grant administration. Candidates should also demonstrate the ability to lead, motivate, and develop staff, along with strong listening, communication, and relationship-building skills. Experience working with diverse groups to establish shared priorities and achieve results is essential.

COMPENSATION & BENEFITS

- **$150,000 - $180,000 DOQ**
- City-paid employee medical coverage, with dependent coverage available at a shared cost.
- Dental, vision, life and disability insurance
- Oregon PERS retirement participation.
- Paid time off starting at 128 hours annually, increasing to 176 hours after the first anniversary, with additional increases based on service.
- Option to sell back up to 80 hours of PTO annually after one year, subject to minimum balance requirements.
- Eleven (11) paid holidays.
- Employee Assistance Program for employees and covered dependents.
- In good faith, the City of North Plains is pleased to offer an initial severance provision of twelve (12) months, subject to confirmation in the employment agreement. This provision will be reviewed as part of the annual evaluation process.

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OREGON
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To learn more about the City of North Plains and the local community, please visit:

www.northplains.gov

www.northplainschamber.org

The City of North Plains is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 6, 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 North Plains, 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. Photos provided by the North Plains Chamber of Commerce: Cover photo top right. Page 1 photos. Page 4 right column photo.

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