

**Recruitment Position Summary for  
City Manager  
City of Gold Hill, Oregon**



**ANNOUNCEMENT OF POSITION RECRUITMENT**

The City of Gold Hill is seeking a full-time, hands-on City Manager to oversee all aspects of the operations of the municipal organization. Prior City Manager or Department Head level management in municipal government highly desired. Municipal budget, grant, and finance experience, and/or a strong background with public works operations and infrastructure is also highly valued. Extensive experience working with elected bodies to provide quality information, options, and guidance in both formal and informal settings is also desired.

This leader of a small group of dedicated staff must be ready, willing, and able to perform a wide spectrum of tasks and duties on a day-to-day basis.

The Gold Hill City Manager position is an excellent opportunity to be intimately involved with every aspect of municipal operations and governance with a Mayor and Council eager to support and share leadership with the City Manager and their staff.

**CITY OF GOLD HILL**

Incorporated in 1895, and built on a rich history in goldmining, the City has a population of 1,362 and a significant number of rural households in the in the unincorporated areas outside of Gold Hill that also call Gold Hill home. Gold Hill is located close to two Interstate 5 access points creating easy access to the cities of Medford and Grants Pass, as well as many of the other regional communities and natural features that make the Rogue Valley unique.

Community assets include both an elementary and middle school in the highly regarded Central Point School District, as well as a County library facility. The City of Gold Hill owns and contract operates its own water treatment and distribution system and is currently working with the regional wastewater district on an annexation into the regional wastewater collections system as a solution to the existing aging municipal wastewater treatment plant.

Public Safety services are provided by Jackson County Fire District 3 and the Jackson County Sheriff's Office. The City of Gold Hill owns and directly managers four parks, including a beautiful Rogue River riverfront beach park, sports park with baseball diamonds, tennis courts and skateboard park, a boat launch, and a highly valued and utilized paved walking/biking trail along the river connecting the parks and the community.

Gold Hill operates under a City Council-City Manager form of government. The City government has a mayor and six-member City Council who are elected at-large to four-year terms.

### ***Upcoming Projects, Challenges and Opportunities:***

- Develop and implement capital improvement plans for the Water, Parks, Transportation and Storm Drain systems, including short- and long-term funding plans
- Improve operational financial procedures, policies and reporting.
- Evaluate viability of financial software used for general ledger, utility billing, accounts payables and business license.
- Complete annexation process for the municipal wastewater system
- Explore and identify collaboration/partnership opportunities with other governmental agencies to efficiently deliver public services.
- Support Council in a Strategic Planning/Goal Setting process.

### **THE POSITION**

The City Manager is responsible for all city operations, which include Parks, Transportation and Storm Drains as well as utility billing. The City Manager is also responsible for management of the operations of its water and wastewater utilities, currently through third party contracts and professional services contracts for engineering, legal, planning, and other municipal services. The City Manager also represents the city in public, and works closely with constituents, businesses, and City Councilmembers.

This position functions as the City's Budget Officer and will oversee the development, approval and proper utilization of the City's \$2.1M annual budget. The City Manager also directly supervises a dedicated staff of four (City Recorder, Clerk/Office Assistant, PW/Parks Superintendent, and a Parks Technician).

The ideal candidate will provide effective fiscal oversight and accountability of city funds, oversee budget development, revenue forecasting, grants and loans, bonds, and revenue generation, and be creative and forward thinking regarding shared partnerships that will support financing city projects. The ideal candidate will also be a supportive leader, provide training and development opportunities for staff, and demonstrate emotional intelligence.

The City Manager will have an ability to effectively build and maintain relationships and leverage their expertise to achieve the Council's goals and objectives. The ideal candidate will work hard at becoming part of the community through attending events, engaging local community organizations, and finding new and creative ways to connect with citizens.

### ***The ideal candidate will also:***

- Operate within a solid ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- Be a creative and innovative thinker.
- Be responsible for enforcement of City ordinances, policies, contracts, franchises, and leases.
- Ensure consistent communication with the Mayor and Council on issues, trends, and matters of city-wide interest.
- Foster teamwork and collaboration with staff, the Council, and the community.
- Be a clear and concise communicator and be an effective presenter and public speaker.
- Be able to address complex issues in a public setting.
- Build a strong community presence, and be responsive, approachable, and accessible to others.

- Participate on a variety of boards, commissions, and groups, and attend all City Council meetings.
- Value the importance of connecting with other community organizations, listening to their needs, building trust, and leveraging their ideas.
- Collaborate with other jurisdictions, agencies, businesses, and institutions to produce partnered solutions.

***Background and Education:***

- bachelor's degree with major coursework in public administration, business administration, finance, or a closely related field, and 3 – 5 years of applicable public sector experience.  
**or**
- Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements,  
**and**
- Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.

**EMPLOYMENT INFORMATION**

Salary and Benefits: **\$110,000 – \$125,000 DOE/DOQ** and an attractive benefits package including: medical, dental and vision benefits, retirement plan through the State of Oregon (PERS), paid leave and other competitive benefits.

**Open until filled. Apply by email to [bill.landis@cityofgoldhill.com](mailto:bill.landis@cityofgoldhill.com) for first consideration.**

*Contact Interim City Manager, Bill Landis for questions. at 541-855-1525 or [bill.landis@cityofgoldhill.com](mailto:bill.landis@cityofgoldhill.com)*