

CITY ADMINISTRATOR

CITY OF SHADY COVE, OREGON



Why Apply?

This is a unique opportunity for a hands-on City Administrator to lead a friendly and active community in beautiful Southern Oregon on the upper Rogue River. Shady Cove has the ideal mix of classic rural, small-town atmosphere with close proximity to larger urban areas. There is community momentum for forward-thinking and new possibilities for Shady Cove. If you are looking for a supportive community with a great quality of life, a stable local government, and a City with solid financial reserves, this could be the right opportunity.

Welcome to SHADY COVE



Located 20 miles north of Medford on State Highway 62, Shady Cove is a picturesque community of 3,116 tucked alongside the mighty Rogue River in southern Oregon. Shady Cove is known for its rural atmosphere, small-town charm, friendly people, and stunning access to the majestic Rogue River and mountainous valley.

Originally a ferry crossing between Jacksonville and the gold fields of the John Day area, the City takes its name from a "shady cove" where travelers camped along the river. Today Shady Cove is known as "The Jewel of the Upper Rogue" and a premier destination for record breaking salmon and steelhead fishing as well as river rafting.

Located on the Rogue Umpqua National Scenic Byway, Shady Cove is the nearest full-service community off I-5 to Oregon's only national park, Crater Lake National Park—less than an hour's drive north. The town serves as a hub for outdoor recreation, offering fishing guides and outfitters, diners and country stores, and the popular Phil's Frosty.

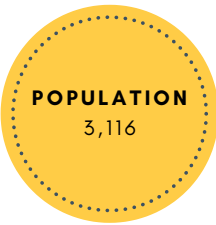
Shady Cove is one of the many communities that comprise the scenic Rogue Valley. The region has four distinct but mild seasons, friendly communities with historic downtowns, and is a major destination for white-water rafting, road cycling, mountain biking, rock climbing, skiing, and hiking. With over 180 vineyards in the region, the Rogue Valley is also the heart of Oregon's wine country. Residents and visitors alike appreciate the valley's relaxed lifestyle, 200 days of sunshine each year, and Oregon's lack of state sales tax.

Halfway up the U.S. west coast, the Rogue Valley is ideally located for trips north to Portland, Seattle, and Canada – or south to San Francisco and Los Angeles. The Rogue Valley International-Medford Airport serves the area 20 miles away.

THE CITY OF SHADY COVE

Incorporated in 1972, the City of Shady Cove is governed by a mayor and four councilors nominated and elected from the city at large. The mayor serves a two-year term and councilors serve a four-year term. The City operates with an annual budget of \$5.9 million and a team of 5 full-time staff members. All staff report to the City Administrator and are members of Teamsters Local #223: Finance Technician, Planning Technician, Public Works Maintenance II, and Administrative Assistant.

The City contracts with Jackson County for law enforcement, Jackson County Fire District #4 for fire protection, and Rogue Valley Sewer Service (RVSS) for sewer service. City staff works with Jackson County to provide street maintenance and with RVSS for storm sewer maintenance. Planning and zoning is conducted by staff.



THE CITY ADMINISTRATOR

The City Administrator serves as administrative leader of City government and reports directly to the Mayor and is responsible to the full Council. The City Administrator provides oversight and ensures coordination between all City operations. Responsibilities include the development and control of annual budget and financial reporting, personnel recruitment & retention, purchasing, community and intergovernmental relations, including intergovernmental agreements and outsourced contracts and services.

View job description [here](#)





THE IDEAL CANDIDATE

- Displays honesty, transparency, and integrity that are above reproach. Follows through with promises to community members and groups.
- A strategic planner who will help guide and support the Mayor and Council to position the City to realize its potential through a mix of short-term and long-term goals.
- Able to think outside-the-box to deliver the best services available within the City's budget.
- Engages with and supports the Mayor, Council, commissions, committees, and citizen volunteers. Must be in tune with the community and its needs, establishing positive working relationships and integrating themselves into the community network.
- A solid collaborator, convener, and a diplomat who is personable, approachable, and able to work with a broad range of people as well as community and regional organizations. Must possess a positive outlook, be upbeat, and have the energy to work on and achieve agreed-upon goals.
- A well-rounded knowledge of all aspects of city operations and is willing to be a "jack of all trades" to get things done. Is well-organized, follows-through, and effectively delegates appropriately.
- Excellent communication skills, both verbal and written. A good working knowledge of the technology needed to keep citizens informed, as well as the ability to communicate clearly and effectively to all audiences.
- Good administrative skills, can earn the respect of City staff, manages with empathy and understanding, and prioritizes staff's personal and professional growth.
- The knowledge and skills to manage all HR responsibilities; and demonstrated skills and effectiveness in working with contract agencies.
- Strong working knowledge and skills in budget development, accounting, and finance. This includes the preparation, presentation, review, approval, adoption, and administration of the City budget in compliance with state law.
- Ability to prepare timely, complete, and accurate financial information to regularly present to the Mayor, City Council, and citizens with detailed and informed explanations.



OPPORTUNITIES & CHALLENGES

- 1) The Council has prioritized municipal water as a vital, long-term goal. There is a need to create and develop the master plan and take the difficult first step to bring a municipal water system to Shady Cove.
- 2) There is a strong need to develop relationships, build partnerships, and to create a cohesive community vision with Shady Cove's various commissions, community center, public library, school district, nonprofit agencies, and other community organizations.
- 3) Grants play a significant role in the City's ability to maintain itself and provide quality of life for its citizens. The City has secured multiple grants and applied for additional grants that will be the responsibility of the City Administrator to oversee. The new Administrator will also guide the development and execution of the City's plan to use American Rescue Plan Act award funds.
- 4) As it is for many employers, maintaining a stable workforce has been a challenge. The City Administrator must use their leadership, creativity, and strategic strengths to address and fill vacancies.
- 5) The City's property tax base is a fixed rate established decades ago, requiring the City to impose fees to maintain existing services. The City Administrator will need to work with the Mayor and Council to communicate the need for restructuring the property tax base through a citizen vote, as well as embracing and endorsing a long-term strategy to accomplish that goal.
- 6) The City is currently behind in its annual financial audits. The City Administrator will need to spearhead efforts to work with the auditing firm and staff to bring the City current.



EDUCATION & EXPERIENCE

Bachelor's degree in public/business administration, civil engineering, or related degree from an accredited college or university preferred; and at least four years of progressively responsible experience in local government.

Progressive management responsibilities would ideally include positions such as city administrator or manager, assistant administrator or manager, finance director, city engineer or other equivalent department head.

Or a satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the job duties.



COMPENSATION & BENEFITS

The City of Shady Cove is offering an annual salary range of \$115,000 to \$135,000 for this position, dependent upon experience and qualifications.

- Medical, dental, and vision insurance
- Life and AD&D insurance
- Vacation and sick leave
- 12 holidays, plus 1 floating
- Oregon PERS retirement program
- Education incentive pay & longevity pay
- Flexible schedule



RESOURCES

[2023-2024 City Budget](#)

[2016 Comprehensive Plan](#)



TO APPLY

Apply Online: gmphr.com

First Review: **November 19, 2023**

More Info: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097

