



City of Boardman, Oregon

City Manager

\$135,000 - \$150,000 plus benefits
Application deadline: 4:00 PM, April 11, 2023

The City of Boardman, Oregon is seeking a skilled and visionary professional for City Manager.

The ideal candidate will be someone ready to invest in a small community poised for great things. A successful candidate should have a bachelor's degree in public or business administration or a related field and 5-7 years of progressive responsibility in administrative experience, preferably in municipal government, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the job duties. A background in financial management, personnel management, and budgeting is required.

Experience in Oregon land use, Oregon budget law, and utilities to include water, sewer and storm water is desired. Additionally, they must possess the ability to establish and maintain cooperative and effective working relationships with elected officials, employees, representatives of business and government organizations, and the general public.

All candidates will be required to complete a thorough background check.



Our Community

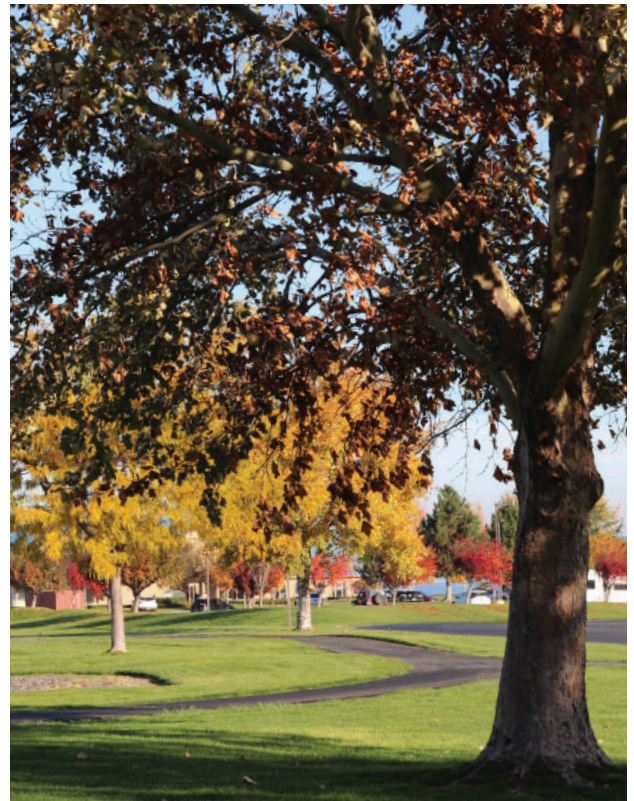
Located on the shore of the Columbia River, Boardman, Oregon is a thriving and growing community. Home to approximately 4,500 people, Boardman is inviting, friendly, and culturally diverse. Community-wide celebrations are held throughout the year for holidays, events, and fundraisers. The people are what make Boardman a warm place to call home.

An array of retail stores, diverse restaurants, medical clinics, cultural events, and recreation opportunities keep our citizens healthy, well-fed and cared for. Both national chain stores and locally owned businesses thrive here.

The city's economy, like all of Morrow County, is proudly rooted in agriculture, livestock, and food processing. Data centers have added diversity to regional employment opportunities with an influx of technical jobs and construction opportunities.

The second largest port in Oregon, the Port of Morrow, neighbors the City of Boardman and is the economic catalyst for the region. The port's industrial parks are home to many of the world's largest employers, such as Lamb-Weston, Tillamook Cheese, Oregon Potato Company, Boardman Foods, Calbee North America, Hanley Energy, Tredit Tire, Oregon Hay Company, and many others. Commodities manufactured here are shipped to over 90 countries world wide.

Elected leaders are proud of our history and are planning for growth. The city is among the fastest growing communities in Oregon. The last decade has seen a 46% population increase. The individual selected for this position will be an essential piece of a proud tradition, working alongside residents to build on an extraordinary history.



Boardman Population: 4,580

Morrow County Population: 12,388

Median Income: \$60,563

3rd highest in Oregon

Average Home Value: \$316,315

**Homesteaded in 1903 by Samuel H.
Boardman, incorporated in 1921**





The Position

Under the direction of a seven-member City Council, Boardman's city manager serves as the chief administrative officer, ensuring daily operations align with the City Council's vision, policies, and community goals.

The position manages and coordinates projects, works directly with the finance director to develop the annual budget, monitors expenditures and the City's adherence to federal, state, and local laws, and serves as a sounding board for elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. The city manager also assists in setting short and long-term City goals with an eye on sustainable finances and maintaining Boardman's excellent quality of life.

The city manager monitors the performance of city employees, reviews policies and procedures to improve customer service and make recommendations to the City Council as needed to keep an efficient and effective workforce. The role is also responsible for contract administration and enforcing City laws, permits, and franchises.

The city manager is responsible for providing direction and support to City departments, demonstrating exemplary character, resolving grievances, and inspiring employees. They represent the City to residents, developers, business owners, members of the media, neighboring communities, regional organizations, and state and federal agencies.

The Boardman City Charter requires the city manager to live within Boardman city limits.

Salary Range: \$135,000 - \$150,000

Benefits: Medical/Dental/Vision, including family coverage; Life and Long-term Disability, Life Flight Insurance, Accidental Disability/Death, HRA Veba

Leave/PTO: 11 paid holidays, 12 days sick leave, 2 weeks vacation

Allowances: Phone/Technology

Retirement plans: Oregon PERS, fully paid, Deferred Com. 457 Plan





Application Process

Send cover letter, application, and resume to:

**City of Boardman
P.O. Box 229
Boardman, OR 97818**

or deliver to:

**City Hall
200 City Center Circle
Boardman, Oregon**

All qualified candidates are strongly encouraged to apply by 4:00 PM on April 11, 2023.

The City of Boardman is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

Boardman Resources

City of Boardman
www.cityofboardman.com

Community Development
www.cityofboardman.com/communitydevelopment

Morrow County School District
www.morrow.k12.or.us

Boardman Chamber of Commerce
www.boardmanchamber.org

Port of Morrow
www.portofmorrow.com

Boardman Parks and Recreation District
www.boardmanparkandrec.com

SAGE Center
www.visitsage.com

Questions?

Contact Rick Stokoe, City Manager Pro Tem
stokoer@cityofboardman.com
541-481-9252