

City Administrator

City Administrator – Fairview, OR. City population 8,980. Salary range \$100,000 - \$125,000, DOQ plus excellent benefit package. Staff of 38 full-time and 3 part-time/seasonal positions. Seeking full-time skilled professional to oversee the management, administration, financial administration and direction of City operations.

The City Administrator is appointed by and serves at the pleasure of the Mayor and six-member City Council who are elected from the city at large. Fairview is a full-service city. Service areas include: Police, Planning, Public Works, Utilities, Economic Development, Finance, Administration, Recorder, Municipal Court, Economic Development, Parks and Recreation, and Building Services. Through Public Works, the city operates water, wastewater and storm water utilities, streets, economic development, land use, building and parks. Fire and emergency services are provided through an intergovernmental agreement with the City of Gresham, a neighboring city.

Applicants are required to have Bachelor's degree in Public/Business Administration or related field; a Master's in Public Administration or related field is preferred. A minimum of three years in public management is required, with at least two years in a supervisory capacity. Oregon experience is a plus but not required. Any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

See the position profile and employment application to the right (Job Details/Attached Files). Submit cover letter, resume, reference, city application form and veterans preference documentation (if applicable) electronically to: jmessmer@mwvcog.org or by mail to 100 High St. SE, Ste 200, Salem, OR 97301 with Fairview City Administrator Recruitment in the subject line. (Job Details/Attachments/ For questions, contact Jennie Messmer at 503-871-5852 or jmessmer@mwvcog.org. **Application Deadline: November 6, 2015.** The City of Fairview is an equal opportunity employer and does not discriminate.