

## **JOB POSTING/EXTERNAL ADVERTISING**

**Job Title:** City Administrator

**Location:** Union, OR

**County:** Union

**Organization:** City of Union

### **POSITION SUMMARY:**

The City of Union, Oregon, where adventure begins...is seeking applicants for their next City Administrator/City Recorder position. Sheltered just 15 miles southeast of LaGrande, OR and surrounded by a plethora of recreational access from golf to skiing, fishing and hunting to biking and backpacking, Union may have just what you are looking for...and plenty of room to roam.

As the City Administrator/Recorder, you will be tasked with overseeing the daily operations of the city, budget, personnel, as well as advising on and implementing council initiatives. Come prepared to exhibit your practical, yet, dynamic communication skills to successfully engage with staff, handle contracts, address public concerns, and progress initiatives. This position has an opportunity to advance your mid-level management skills.

Union has a population of 2,150 and this position will manage (with the help of staff) multiple departments, including public works, parks, library, fire/EMS, and administration. For information on specific projects and budget data, please visit our website. We look forward to hearing about your interest in the position and how we may be able to build a strong partnership.

### **QUALIFICATIONS**

- High School diploma or equivalent  
(Preferred Bachelor's in public administration, business, finance or related field or at least 3 years of Mid-level government experience)
- Public communication skills
- Knowledge of government organization, powers, functions, and relationships with other governmental jurisdiction.
- Knowledge of budgeting, planning practices, community development, finance, and personnel management
- Oregon driver's license or ability to obtain within 6 months of hire.

### **POSITION DETAILS**

POSTING DATE: 7/19/2023

SALARY RANGE: \$75,000-\$115,000, *depending on experience.*

APPLICATION DEADLINE: First application review 8/2/23, open until filled.

### **RESOURCES:**

City of Union: <https://cityofunion.com/>

Visitor Information: <https://cityofunion.com/visitor-information/>

Events Calendar: <https://cityofunion.com/events/>

Job Posting/Job Description: <https://www.lcog.org/administrative/page/local-govt-job-board>

Questions: [jobs@lcog.org](mailto:jobs@lcog.org)

To Apply: *Please submit a resume and cover letter to:*

<https://app.smartsheet.com/b/form/2de52227d6414d9bafd4119e302d6522>

*In your **cover letter**, please address the following question: 1) How does your current and past experience relate to the essential duties in the position description?*

*The City of Union has partnered with Lane Council of Governments (LCOG) for this recruitment.*

*Union is committed to equal employment opportunity and workplace diversity. Veterans encouraged to apply.*