



## **City Administrator – City of Yoncalla, Oregon**

*Full-Time | Salary DOE*

### **About Yoncalla:**

Nestled between Roseburg and Eugene, the City of Yoncalla is a small, rural community with just over 1,000 residents. Despite its size, Yoncalla delivers essential municipal services, including water, sewer, stormwater, and streets, while fostering a deep sense of civic pride and community engagement.

### **Position Overview:**

The City of Yoncalla is seeking a skilled and committed City Administrator to lead day-to-day municipal operations and support the City Council and Mayor in achieving the City's long-term goals. The Administrator serves as the City's chief executive officer and is responsible for managing staff, overseeing essential services, directing financial planning and budgeting, and ensuring compliance with regulatory and legal standards.

This is a key leadership role requiring strategic thinking, strong administrative abilities, policy knowledge, and a deep commitment to public service.

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### **Key Responsibilities**

- Oversee daily operations across all City departments, including Public Works, Finance, Community Development, and Administrative Services.
- Perform all Human Resources duties, including processing payroll and preparing quarterly reports.
- Prepare and manage the City's annual budget, present regular financial reports to the City Council.
- Write and manage grants, including overseeing drawdowns, ensuring compliance, and submitting required reports.
- Recruit, hire, evaluate, and, when necessary, terminate City personnel in accordance with HR best practices.
- Prepare City Council meeting agendas and packets; attend and present at City Council meetings as the primary administrative liaison.
- Lead community engagement and public relations efforts; represent the City in meetings with partner agencies, constituents, and external organizations.

- Provide leadership during emergency situations and ensure timely communication with the Mayor and City Council.
  - Collaborate with state and county agencies, including the Oregon Health Authority (OHA), Department of Environmental Quality (DEQ), and Douglas County.
  - Manage enforcement of City codes and ordinances, including zoning and nuisance violations.
  - Supervise and review regulatory reports, including Discharge Monitoring Reports (DMRs).
  - Oversee planning and permitting processes related to potable water, wastewater, and sewer infrastructure.
  - Monitor and enforce Intergovernmental Agreements (IGAs), particularly those with Douglas County.
  - Set strategic priorities in coordination with the City Council; ensure long-term infrastructure sustainability and planning.
  - Promote innovation and operational efficiency in the delivery of municipal services.
  - Ensure compliance with all applicable local, state, and federal laws and regulations.
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#### **Preferred Skills & Attributes:**

- Knowledge of Oregon public records, ethics, and municipal budgeting laws.
  - Familiarity with DEQ, OHA, and rural infrastructure issues.
  - Experience working with elected officials in small communities.
  - Integrity, adaptability, and a community-first mindset.
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#### **Work Environment:**

This position involves both office work and site visits. Occasional evening and weekend hours are required to attend City Council and public meetings.

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#### **How to Apply:**

Qualified candidates should submit a resume to the City of Yoncalla, either in person at City Hall

or via email at [jennifer@cityofyoncalla.com](mailto:jennifer@cityofyoncalla.com). Applications are available at City Hall or can be requested by phone by providing an email address.

Application review will begin immediately and continue until the position is filled.