



City of **SHADY COVE**

small town, BIG ADVENTURES



# City Administrator

*\$115,000 - \$135,000 (DOE/DOQ)*

Applicant First Review: March 23, 2026

**The City of Shady Cove is seeking a City Manager** to play a crucial role in the coordination of all City operations. With a population over 3,000 the ideal candidate will leverage their expertise in effective management of City operations, budget oversight, and collaboration with local stakeholders to enhance community services and development. This position serves as administrative leader of the City and reports directly to the Mayor and is responsible to the full Council. Responsibilities include the supervision and control of annual budget and financial reporting, personnel recruitment and retention, purchasing, community and intergovernmental relations, long-term planning and project management.

## Background Requirements

**Education:** Bachelor's degree in public/business administration, civil engineering or related degree from an accredited college or university preferred.

**Experience:** Four (4) years of progressively responsible experience in local government, ideally in the position of City Administrator or Manager, Assistant Administrator or Manager, Finance Director, City Engineer or other equivalent department head.



**Substitution:** Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

### **Additional Certificates and/or Requirements**

Obtain and maintain a valid Oregon driver's license upon hire with a 30-minute emergency response requirement; Obtain and furnish a surety bond upon hire to be approved by the Council (The City shall pay the bond premium); Obtain FEMA incident command certification within first week of hire.

### **Knowledge of:**

- ❖ Government budget development, accounting, and finance. This includes the preparation, presentation, review, approval, adoption, and administration of the City budget, audit and financial statements in compliance with state law.
- ❖ Principles of personnel management, including federal and state employment laws, to include labor laws in collective bargaining. The city manager acts as the chief negotiator for the city's labor contracts.
- ❖ All aspects of City operations and the ability to be the "Jack of All Trades."

# The Ideal Candidate Will Demonstrate the Ability To...

## **LEADERSHIP**

- ❖ Display honesty, transparency, and integrity that are above reproach.
- ❖ Recognize the importance of regular, frequent communications that are clear and relevant and intentional about communication channels, and the information flow to and from the City and community partners.
- ❖ Encourage creativity and fresh perspectives.

## **ENGAGEMENT (COMMUNITY AND INTERNAL)**

- ❖ Work as 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.
- ❖ Demonstrate a positive outlook, be upbeat, and have the energy to work on and achieve agreed upon-goals.
- ❖ Communicate clearly and effectively to all audiences both verbally and in writing and possess a good working knowledge of the technology needed to keep citizens informed.

## **CITY COUNCIL, PUBLIC AND EMPLOYEE RELATIONS**

- ❖ Engage with and support the Mayor, Council, commissions, committees, and citizen volunteers and be in tune with the community and its needs.
- ❖ Translate the Council's values and goals into tangible outcomes.
- ❖ Establish positive working relationships and integrate themselves into the community network.
- ❖ Follow through with commitments to community members and other stakeholders.
- ❖ Earn the respect of City staff by managing with empathy and understanding, prioritizing staff's personal and professional growth and development.

## **TECHNICAL ABILITY**

- ❖ Be 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 and long-term goals.
- ❖ Think outside-of-the-box to deliver the best services available within the City's budget.
- ❖ Improve efficiency and processes.

# SHADY COVE



## Opportunities and Challenges...

- ✓ 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.
- ✓ 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.
- ✓ 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 City Administrator must use their leadership, creativity, and strategic strengths to assess City needs and create a staff structure that utilizes employees' education, experience and ability necessary to implement:
  - a. internal financial controls and financial reporting process consistent with U.S. GAAP accounting practices
  - b. proper planning procedures
  - c. appropriate city recording practices
  - d. effective public works operation
- ✓ 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.
- ✓ 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.



## Salary & Benefits

*The annual salary range is \$115,000-\$135,000 DOE/DOQ*

### Shady Cove's Benefits Package Includes...

- ✓ *Medical, Dental and Vision insurance*
- ✓ *Life and AD&D insurance*
- ✓ *Oregon PERS Retirement*
- ✓ *Flexible Schedule*
- ✓ *Vacation and Sick leave*
- ✓ *12 Paid Holidays + 1 Floating Holiday*
- ✓ *Education Incentive Pay and Longevity Pay*

# About the City of Shady Cove

The City of Shady Cove covers an area of 2 square miles and 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 a \$4.31M annual budget and a team of four full time staff, which are members of Teamsters Local #223, as well as one City Administrator. The City contracts with Jackson County for law enforcement, Jackson County Fire District #4 for fire protection, and Rogue Valley Sewer Services (RVSS) for sewer services. City staff works with Jackson County to provide street maintenance and with RVSS for storm maintenance. Planning and zoning is conducted by staff.

Shady Cove is a picturesque Southern Oregon community of 3,116 residents nestled beside the powerful Rogue River. Located 20 miles north of Medford along State Highway 62 and known for its rural atmosphere, small-town charm, and friendly people, the City offers stunning access to the Rogue River and the surrounding mountain valley. Shady Cove began as a ferry crossing between Jacksonville and the gold fields of the John Day area, taking its name from a shaded riverside camp where early travelers once stopped along the river. Today, the city is proudly known as “The Jewel of the Upper Rogue” and is 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 closest full-service community off Interstate 5 to Crater Lake National Park—Oregon’s only national park—less than an hour’s drive to the north. The town serves as a hub for outdoor recreation, featuring fishing guides and outfitters, local diners and country stores, and the well-known Phil’s Frosty.

Shady Cove is one of several communities that make up the scenic Rogue Valley, a region celebrated for its four mild seasons, welcoming towns with historic downtowns, and abundant outdoor recreation. The area is a major destination for white-water rafting, road cycling, mountain biking, rock climbing, skiing, and hiking. With more than 180 vineyards, the Rogue Valley is also the heart of Southern Oregon’s wine country.

Residents and visitors enjoy the valley’s relaxed lifestyle, approximately 200 days of sunshine each year, and Oregon’s lack of state sales tax. Centrally located along the West Coast, the Rogue Valley offers convenient travel north to Portland, Seattle, and Canada, or south to San Francisco and Los Angeles. The Rogue Valley International–Medford Airport, located just 20 miles away, serves the region.



## ***To Apply:***

Submit a cover letter, resume, and completed application to [HumanResources@rvcog.org](mailto:HumanResources@rvcog.org)  
*First review of candidates will take place on  
March 23, 2026*

## ***Questions?***

Please contact Adrian Modjeski,  
Human Resources & Administrative Services Director  
[amodjeski@rvcog.org](mailto:amodjeski@rvcog.org)