

# The City of Cottage Grove is recruiting for an **Assistant to the City Manager**



Application Deadline:  
**February 5, 2021**



The City of Cottage Grove is accepting applications for the newly created position of Assistant to the City Manager. This position will provide an amazing opportunity to join a seasoned management team that oversees the operation of a full service City. The current management team has a broad range of local government experience. The members of the current management team are the City Manager, City Recorder, Police Chief, Finance Director and Public Works & Development Director.

The City of Cottage Grove's 2020-21 Adopted Budget is \$40,265,000 and has a staff of 81 FTE. The City maintains very strong partnerships with community organizations and other government agencies to accomplish projects and provide services to the residents.

Cottage Grove (pop 10,155) is nestled in the foothill of the mountains that create the southern end of the Willamette Valley and straddles Interstate 5, the major west coast north/south transportation corridor. The community is identified as the Covered Bridge Capital of the West with six covered bridges including the only remaining covered Railroad Bridge west of the Mississippi, the Chambers Covered Railroad Bridge which was fully restored in 2011. The community also has the Covered Bridges Scenic Bikeway and the Cottage Grove Covered Bridge Tour Route. Cottage Grove is a gateway to recreation leading to Cottage Grove and Dorena Reservoirs, the Row River Trail, and the Umpqua National Forest. Peace Health operates a full service hospital and care provider facility and South Lane School District has a new elementary school and a fairly new high school within the community. Cottage Grove is small town living at its' best.



The Assistant to the City Manager will support the City Manager's office in the management of projects and activities throughout the City and will also have the opportunity to work directly within departments on projects as assigned. The position will work directly for the City Manager and responsibilities will

include coordinating citywide communication efforts, compiling information and statistical data, preparing reports, reviewing and analyzing operational activities, policies and procedures, managing special projects, coordinating specific programs, assisting with the implementation of new programs, systems or procedures and responding to resident inquiries. The complete job description can be found on the City of Cottage Grove website at: [www.cottagegrove.org/jobs](http://www.cottagegrove.org/jobs).

Candidates for the Assistant to the City Manager position must be able demonstrate excellent leadership, interpersonal and organizational skills. Strong oral and written communication skills and a thorough understanding of technology and media relations will be essential as the position will be regularly interacting with individuals and large groups within the organization or with the general public.



Applicants must demonstrate experience with business and management principles and an ability to manage talented professionals. Three years of increasingly responsible experience managing or supervising operations, programs, budgets and services preferably in municipal or the public sector environment is required. A Bachelor's degree in Public Administration or related public sector or Business Administration is required. A Master's Degree in Public Administration is preferred; however any combination of education and experience may be substituted as long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

Applications must be received by **5:00 pm, Friday, February 5, 2021**.

Annual salary is \$70,932 to \$90,528 depending on qualifications with excellent benefits.

**To Apply Submit:**

- Letter of Interest
- Resume
- Five Work Related References
- Completed City Employment Application Form

*Full job description and application materials are available online at:*

[www.cottagegrove.org/jobs](http://www.cottagegrove.org/jobs)

**Questions or submit applications to:**

Human Resources

Attn: Assistant to the City Manager Position

400 E. Main Street

Cottage Grove, Oregon 97424

Phone: (541)942-5501

Email: [payroll@cottagegrove.org](mailto:payroll@cottagegrove.org)

**THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**