

# CITY MANAGER

CITY OF COTTAGE GROVE, OREGON



## Why Apply?

Cottage Grove is a picturesque community in southern Willamette Valley that serves as the gateway to southern Oregon. Twice named an “All-American City” by the National Civic League, Cottage Grove’s traditional small-town values make it an appealing place to live and raise a family. The community also enjoys a great sense of volunteerism and can-do attitude that are reflected in strong community partnerships. In Cottage Grove, economic development and redevelopment opportunities abound. The next City Manager will have the opportunity to further shape the community and support it in achieving its vision.

# Welcome to COTTAGE GROVE



Cottage Grove is a historic and vibrant community of 10,729 located 2 hours south of Portland at the southern end of the picturesque Willamette Valley. Situated amid the lush greenery at the confluence of the Row River and the Coast Fork of the Willamette River, Cottage Grove is known for its scenic beauty, historic covered bridges, and small-town charm. In 2021, Cottage Grove was named one of 60 "Charming American Towns" by both House Beautiful Magazine and Oprah Magazine.

Founded in 1887, Cottage Grove celebrates a rich history in goldmining and logging. The community pride in Cottage Grove's historical heritage is evident in the city's numerous museums and 20 colorful outdoor murals. The lively downtown is listed on the National Register of Historic Places and offers eateries, antique stores, boutiques, and live theater.

Known as the "Covered Bridge Capital of Oregon," the Cottage Grove area features 6 covered bridges dating back to 1920, attracting tourists and history buffs from all over. The famed Chambers Bridge is regarded as the last remaining covered railroad bridge west of the Mississippi. The city's charm and beauty have served as the setting for numerous Hollywood movies such as Buster Keaton's 1920 *The General*, *Animal House*, and *Stand By Me*.

The town gathers to celebrate its history and community spirit with annual events like Bohemia Mining Days, Fall Festival, Christmas in Cottage Grove, and trick-or-treating downtown. The community also has strong ties to nature with easy access to two beautiful lakes, multiple swimming locations and waterfalls, miles of scenic bike trails, several campgrounds, hiking trails, and two golf courses.

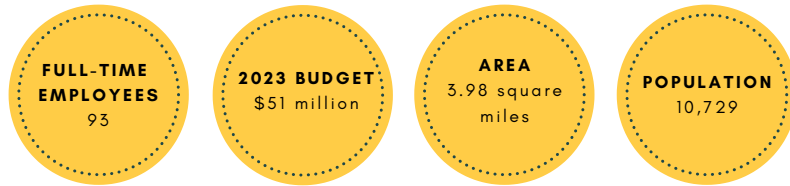
Residents appreciate Cottage Grove's tight-knit community and small-town feel within reach of the larger city offerings of Eugene, only 20 minutes away. Eugene Airport serves the region with commercial air travel.

# THE CITY OF COTTAGE GROVE

Incorporated in 1887, the City of Cottage Grove operates under a Council-Manager form of government with a total budget of \$51 million and a team of 93 FTEs. The City of Cottage Grove has seven elected officials: the Mayor and six City Councilors. The Mayor is elected for a two-year term and the City Councilors are elected for four-year terms.

Mayor Solesbee is serving her first term as Mayor of the City of Cottage Grove after being elected to the position in November 2022. Previously, she served as City Councilor in Ward 3 from 2018 to 2022.

Departments include City Manager's Office, Finance Department, Police Department, Library Services, Public Works, and Development Department and Divisions.



## THE CITY MANAGER

The City Manager is the Chief Administrative Officer of the City. The City Manager works under the general direction of the Mayor and City Council, which establishes policies and ordinances that the City Manager implements and administers. The City Manager directs and supervises all activities of the City departments to the end of obtaining the utmost efficiency in each and implements policy as established by the Mayor and City Council. The City Manager's Office is responsible to the Mayor and City Council for the planning, coordination, and overall performance of City services. The City Recorder serves as the manager's Administrative Assistant.





## THE IDEAL CANDIDATE

- A strategic and creative thinker who will ensure movement towards realization of an agreed-upon vision and goals.
- Fiscally responsible with a broad understanding of all City operations, especially utilities.
- A confident and self-assured demeanor that will engender trust with Council and staff; and proven skills in making timely, clear and unambiguous decisions.
- An understanding and appreciation of the importance of diversity, equity, and inclusion and demonstrated ability and success connecting with diverse groups of people.
- Will regularly and frequently engage the Mayor and Council members equally and seek their input.
- A strong and competent communicator who is responsive to Mayor and Councilmembers, the community, and City staff; and who actively listens and follows up to resolve issues.
- Solution-oriented and responds to issues and inquiries in a constructive way with transparency.
- Skill in leading and facilitating policy discussions that support and enable Mayor and Council to reach consensus especially on difficult issues.
- The ability to be candid and transparent in providing responses to Mayor and Council and to disagree without being disagreeable.
- An assertive leader as well as a manager, one who sets an example for City staff in demonstrating integrity, honesty, and trustworthiness.
- Manages staff with empathy and understanding, demonstrates appreciation for good work, and inspires employees to build a long tenure.
- A commitment to empowering employees and a demonstrated ability to effectively delegate with trust without losing track of objectives and timelines.

# OPPORTUNITIES & CHALLENGES

1) **A Changing Population & Culture** - The community is transitioning and is more diverse than 20 years ago. How it adapts to and accommodates a changing culture and population will be of paramount importance and a critical priority. At the same time, residents and businesses need to be engaged and assured that these changes will improve the community and make it stronger and more resilient. The challenge will be how to maintain the community's good qualities as it evolves and grows.

2) **Communications Plan** - The City needs to develop, adopt, and implement a communications program that routinely provides the community with information about events, projects, programs as well as explains the issues the Mayor and Council are considering and the decisions they've made and why.

3) **Strategic & Financial Planning** - The City's facilities, utilities, and physical infrastructure will require capital maintenance and replacement over the next several years. The development of strategic and financial plans will be necessary to assist future Councils in making critical decisions regarding these essential assets and to provide the community and staff with a clear understanding of the objectives and how to achieve them.

4) **Homelessness** - Like many Oregon cities, Cottage Grove has experienced an increase in its unhoused population. The new City Manager will play a critical role in guiding the community in addressing the City's role in addressing how to provide transitional housing that is affordable and attainable.

5) **Project Management** - The City has obtained significant financial support in the form of grants to develop a new park and rebuild its Main Street corridor. These projects will have a substantial impact on the community and will require a diligent communication effort to include explaining the projects and their benefits, keeping the community informed during construction, and working with contractor(s) ensuring that businesses stay open and accessible.

6) **Relationship Building** - The new City Manager will need to quickly gain the trust and confidence of the Mayor, Council, staff and the community by demonstrating capable leadership to bring people together as a team and facilitate strong collaboration, especially as it pertains to decision making.



# EDUCATION & EXPERIENCE

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of 7 years progressively responsible management experience. An advanced degree in public administration or related field is preferred. However, any combination of education and experience providing the knowledge, skills, and abilities necessary for successful performance is qualifying. The City of Cottage Grove is committed to fostering diversity, equity, and inclusion in its government and community, and encourages applicants from all backgrounds to apply.

## RESOURCES

[2022-2023 Budget](#)

[Cottage Grove 2037 - Vision and Action Plan](#)

[Cottage Grove Area Chamber of Commerce](#)

[Visit Cottage Grove](#)



## COMPENSATION & BENEFITS

The City of Cottage Grove is offering an annual salary range of [TBD] for this position, dependent upon experience and qualifications, along with a comprehensive benefits package. Visit [gmphr.com](http://gmphr.com) for benefit plan documents. Residency in Cottage Grove is required within six months of hire.



# TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **November 5, 2023**

More Info: Bob Larson, GMP Consultants  
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