



CITY ADMINISTRATOR

Annual Salary:
\$284,148 – \$338,624 – \$393,078
DOE/DOQ

Portland, Oregon



City of Portland

Are you a visionary, collaborative, and transparent executive leader who can oversee citywide operations, implement important Council-adopted policies, and drive strategic initiatives in one of the nation's most dynamic cities? If so, apply to be Portland's next City Administrator under a brand new City Charter that has restructured the City government!

We're looking for an exceptional leader who is:

- Skilled in managing large, complex public organizations in politically dynamic environments
- Experienced in advancing equity, inclusion, sustainability, and fiscal responsibility
- Adept at building consensus and fostering collaborative relationships across government and in the community
- Experienced working collaboratively and effectively with labor unions representing employees
- Demonstrated experience in infrastructure reinvestment in a constrained budget environment

The City of Portland – known for its innovation, livability, and civic engagement – is seeking a proven leader to help shape the city's future. Read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Portland is Oregon's largest city and the centerpiece of a vibrant metropolitan area of over 2.5 million people. Located at the confluence of the Willamette and Columbia Rivers, Portland is celebrated for its natural beauty, environmental stewardship, and civic engagement. The city offers a unique blend of bustling urban neighborhoods, lush green spaces, and an extensive network of bike lanes and public transit.

Its diverse economy is powered by technology, manufacturing, trade, healthcare, green industries, and creative services. Portland is also recognized for its thriving arts and music scene, world-class dining, and a rich local food and beverage culture. The community is deeply committed to sustainability, climate action, and equitable development.

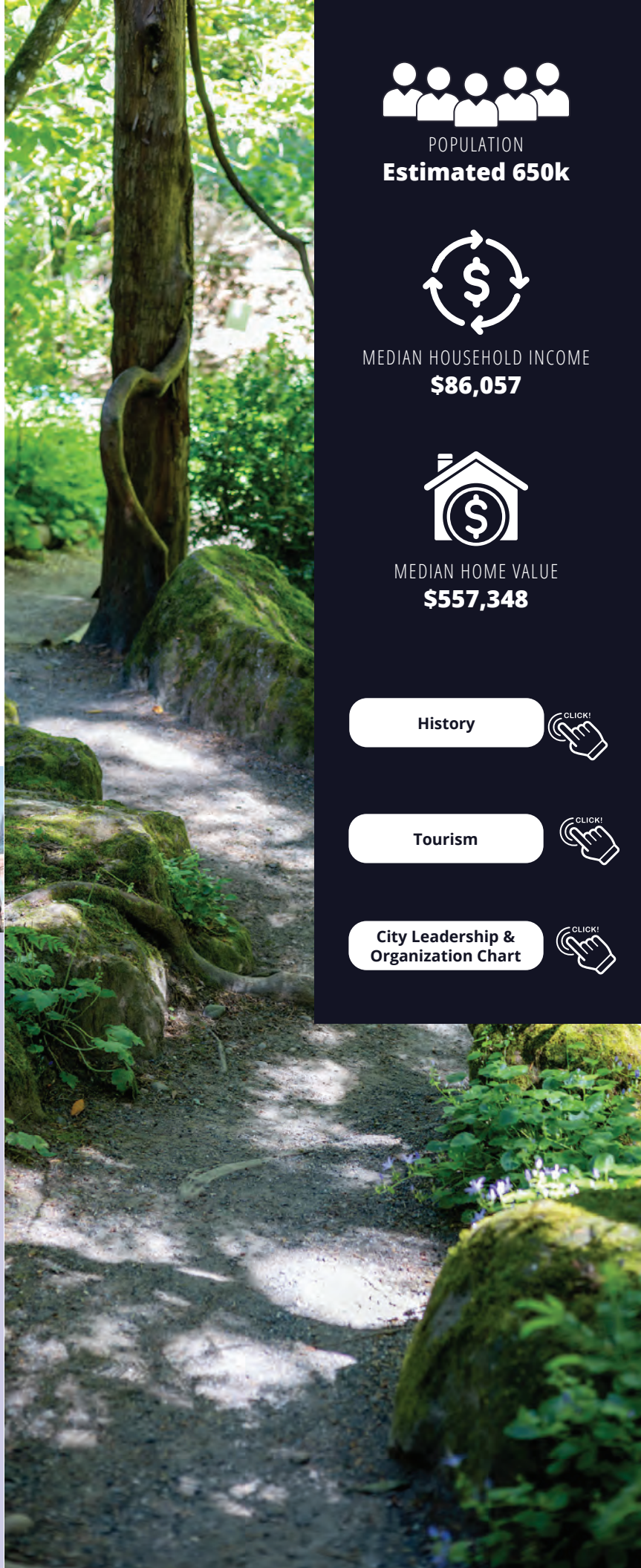


GOVERNANCE & ORGANIZATION

Portland operates under a Mayor–Administrator–Council form of government adopted January 1, 2025. The Mayor is elected to a four-year term and serves as the City's chief executive, while the 12-member City Council acts as the legislative body.

The City provides a full range of services including:

- Public Safety (Police, Fire & Rescue, 911, Emergency Management, Portland Street Response, and Violence Prevention)
- Infrastructure (Water, Sewer and Transportation)
- Parks & Recreation
- Community & Economic Development (Land Use, Permitting, Arts)



POPULATION

Estimated 650k



MEDIAN HOUSEHOLD INCOME

\$86,057



MEDIAN HOME VALUE

\$557,348

History



Tourism



City Leadership &
Organization Chart





ABOUT THE JOB

The City Administrator serves as Portland's chief administrative officer, appointed by the Mayor and confirmed by the City Council. This Charter-designated position is responsible for the proper and efficient administration of all City affairs, overseeing 9,000 employees across more than two dozen bureaus and offices.

Reporting to the Mayor, the City Administrator will:

- Oversee daily operations of all City bureaus and offices
- Implement policies adopted by the City Council
- Manage the City's \$8.5 billion annual budget
- Lead strategic planning efforts aligned with community priorities
- Advance the City's commitments to equity and sustainability

DEPARTMENT DIVISIONS

Service areas within the City of Portland, which work through Deputy City Administrators reporting to the City Administrator:

- Public Safety
- City Operations
- Community & Economic Development
- Public Works

ORGANIZATION QUICKFACTS

 EMPLOYEES
9,000

 BUDGET
\$8.5
BILLION

KEY PROJECTS FOR 2025

- Implementing and refining the new Mayor-Administrator-Council structure
- Coordinating regional homelessness services
- Overseeing major infrastructure upgrades
- Driving equitable economic growth and downtown revitalization
- Overseeing the City's new performance management team reporting to the City Administrator that will work to improve a team-oriented culture with a focus on quality, safety, and sustainability with the ultimate goal of becoming one of our nation's highest performing cities

THE IDEAL CANDIDATE

The ideal candidate will have extensive experience leading large, complex organizations in the public sector and will excel at strategic planning, fiscal management, and organizational leadership. They will demonstrate exceptional communication skills, process improvement, and the ability to inspire trust among elected officials, staff, and the community.

They will be a collaborative problem-solver who:

- Builds consensus among diverse stakeholders
- Champions equity, inclusion, and sustainability
- Navigates complex labor relations successfully
- Leads with transparency, accountability, and measurable results
- Shows collaboration and communication in successful change efforts and structural changes, bringing metrics for community prosperity and opportunity that boldly confronts inefficiencies to bring best practices forward with the team



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in public administration, business administration, or related field (Master's preferred)
- 10+ years of progressively responsible administration experience, including 7 years of executive-level leadership
- Demonstrated experience in known systems of process improvement and accountability metrics with staff
- Demonstrated success in organizational transformation and change management
- Experience managing large municipal operations, strategic planning, budgeting, and intergovernmental relations
- Proven track record in advancing diversity, equity, inclusion, and climate action initiatives

Preferred:

- Experience in both public and/or private sector leadership roles
- Advanced degree in public or business administration
- Specialized expertise in complex labor relations

SALARY & BENEFITS

- **Compensation:** \$284,148 – \$338,624 Midpoint – \$393,078 DOE/DOQ
- **Health Benefits:** Comprehensive medical, dental, and vision coverage
- **Paid Leave:** Vacation, sick leave, and holidays provided
- **Retirement:** Pension through the Oregon PERS
- **Additional Perks:**
 - ♦ Professional development opportunities
 - ♦ Relocation assistance

Total Compensation
and Benefits



HOW TO APPLY

Apply Here



For more information on this position, contact:

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The City of Portland is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will undergo a comprehensive background check.