



DEPUTY CITY ADMINISTRATOR

City Operations Service Area
Portland, OR

Annual Salary:

\$265,000 – \$300,000 DOE/DOQ



Are you a visionary, collaborative, and politically astute executive leader who can help build the operational foundation for one of America's most dynamic cities? If so, apply to become the City of Portland's next Deputy City Administrator - City Operations.

The position provides executive leadership for the City's enterprise operations supporting employees across one of the nation's most significant municipal organizations. This executive leadership opportunity offers the rare chance to help build—not simply inherit—a new executive governance model while leading the enterprise services that support every City bureau, employee, and resident. Reporting directly to the City Administrator, the Deputy City Administrator provides strategic leadership across Portland's integrated City Operations Service Area.

We're looking for an exceptional executive who is:

- Experienced leading large, complex public organizations.
- Skilled at building consensus among elected officials, labor organizations, bureau directors, and executive leadership.
- Proven in organizational transformation, enterprise operations, strategic planning, and executive leadership.

Help shape the future of City government in Portland—read on to learn more about this extraordinary opportunity.

Executive Recruitment Provided by





ABOUT THE COMMUNITY

Portland is Oregon's largest city and serves as the economic and cultural center of a metropolitan region of more than 2.5 million residents. Located at the confluence of the Willamette and Columbia Rivers, Portland is internationally recognized for its environmental stewardship, vibrant neighborhoods, thriving arts community, innovative urban planning, and exceptional quality of life.

Residents enjoy hundreds of parks, miles of trails, award-winning restaurants, a nationally recognized craft beverage industry, and easy access to Mount Hood, the Oregon Coast, and the Columbia River Gorge. Portland is also home to a diverse economy driven by technology, advanced manufacturing, healthcare, higher education, trade, sustainability, and creative industries.

Historically known for civic engagement and innovation, Portland is now implementing one of the nation's most significant municipal governance transformations through its new Mayor-Administrator-Council form of government. This transition creates an exceptional opportunity for executive leaders to help build lasting institutions while improving public services for generations to come.

History



Tourism



POPULATION
~ 650,000



MEDIAN HOUSEHOLD
INCOME
~ \$86,000



MEDIAN HOME VALUE
~ \$557,000
AVERAGE MONTHLY RENT:
~ \$1,700

GOVERNANCE & ORGANIZATION

Portland operates under a Mayor-Administrator-Council form of government adopted by voters in 2022 and formally launched in 2025. The Mayor serves as the City's chief executive, while the twelve-member City Council functions as the legislative body. The City Administrator oversees daily municipal operations through multiple Deputy City Administrators responsible for major service areas.



THE JOB

The City Operations Service Area provides the enterprise services that support every City bureau, employee, and resident. Reporting directly to the City Administrator, the Deputy City Administrator serves as a member of the City's executive leadership team and provides strategic direction across Portland's core internal operations.

The successful candidate will:

- Lead executive strategy across Portland's integrated City Operations Service Area.
- Coordinate enterprise initiatives with the Mayor, City Council, City Administrator, and fellow Deputy City Administrators.
- Guide organizational performance, budgeting, policy implementation, and executive collaboration.
- Build strong partnerships with labor organizations, bureau directors, and executive leadership across the City.
- Help shape Portland's evolving executive governance model while strengthening enterprise operations and organizational effectiveness.

[FULL JOB DESCRIPTION](#)



Areas within the City Operations Service Area

- 311
- Business Operations
- Community-Based Police Accountability
- City Data & Privacy Office
- Fleet & Facilities
- Human Resources
- Independent Police Review
- Procurement & Grants
- Security
- Technology Services
- Small Donor Elections



Employees: Enterprise service area supporting approximately 7,000 City employees

Department Budget: Multi-hundred-million-dollar operating budget

Reports To: City Administrator

Direct Reports: Executive leadership of City Operations divisions

KEY PROJECTS FOR 2026

- Continue implementation of Portland's historic new Mayor–Administrator–Council governance model.
- Strengthen organizational culture, enhance employee engagement, and foster an inclusive, high-performing workplace during organizational change.
- Advance enterprise shared services across Human Resources, Procurement, Technology Services, Fleet, Facilities, and related operational functions.
- Strengthen labor-management partnerships across City government.
- Improve organizational performance, accountability, and internal service delivery through executive leadership.
- Modernize enterprise systems while strengthening operational consistency across City government.
- Foster collaboration across service areas while building a high-performing organization that supports every City bureau.



IDEAL CANDIDATE

The ideal candidate is a seasoned executive who excels in politically complex environments and understands how to lead through transformation. They possess exceptional executive presence, sound judgment, and the ability to unite diverse operational functions behind common organizational goals. Rather than serving as the executive over individual support departments, this leader functions as an enterprise executive—bringing together human resources, procurement, technology services, fleet, facilities, and other internal operations into one coordinated City Operations Service Area.

They communicate effectively with elected officials, labor organizations, executive leadership, bureau directors, employees, and community stakeholders while demonstrating resilience, integrity, emotional intelligence, and strategic thinking. They have a proven record of leading organizational transformation, improving enterprise performance, and building collaborative, high-performing teams. Most importantly, they recognize Portland's governance transition as an extraordinary opportunity to build a lasting legacy by strengthening the operational foundation that enables every City service.

Success in this position will be measured not by managing individual departments, but by building an integrated enterprise capable of delivering exceptional services across the entire City organization. The successful candidate sees connections where others see departments. They understand that outstanding internal services create outstanding public services. They know how to improve organizations through influence, relationships, accountability, and enterprise thinking rather than hierarchy alone.

EXPERIENCE & QUALIFICATIONS

Required

- Bachelor's degree in Public Administration, Business Administration, Organizational Leadership, or a closely related field.
- Six (6) years of increasingly responsible experience in managing programs, activities, and personnel in management, finance, and/or administrative functions, including three (3) years of leadership experience in a complex and diverse organization.
- Experience overseeing enterprise operations, strategic planning, budgeting, organizational development, and executive administration.
- Demonstrated success building relationships with elected officials, labor organizations, executive leadership, bureau directors, and organizational stakeholders.
- Proven experience leading organizational change, shared services, operational modernization, and continuous improvement initiatives.

Preferred:

- Master's degree in Public Administration, Business Administration, Organizational Leadership, or a related field.
- Executive leadership experience overseeing enterprise operations or shared services organizations.
- Experience implementing major organizational transformation initiatives.
- Specialized expertise in executive labor relations, enterprise operations, organizational effectiveness, or change management and/or leadership.



SALARY & BENEFITS

Compensation: \$265,000 – \$300,000 DOE/DOQ

- Comprehensive medical, dental, and vision insurance.
- Oregon Public Employees Retirement System (PERS).
- Vacation, sick leave, holidays, and executive leave benefits.
- Life and disability insurance.
- Flexible spending and wellness programs.
- Professional development and executive leadership opportunities.
- Relocation assistance may be available.
- Employee Assistance Program.
- Deferred compensation opportunities.
- Family-friendly workplace policies.
- Opportunity to serve on one of the nation's premier executive leadership teams during an historic transformation of municipal government.

HOW TO APPLY

Apply Here



For more information on this position, contact:

Clay Pearson

Senior Vice President, Executive Recruitment

claypearson@governmentresource.com | 817-337-8581

The City of Portland is an Equal Opportunity Employer and values diversity within its workforce. Finalists will be subject to a comprehensive background investigation.