



CITY OF  
**Tigard**

Oregon

**CITY MANAGER**

**\$220,000 - \$245,000**

*Plus Excellent Benefits*

*Apply by*

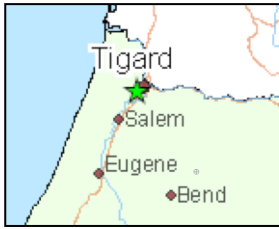
**May 17, 2026**

*(First Review, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



The City of Tigard, Oregon is located in Washington County within the Portland metropolitan region, approximately 10 miles southwest of Portland. The city is home to more than

56,000 residents, and functions as both a residential community and an employment center, supported by its proximity to Interstate 5, Highway 217, and Highway 99W.

As a part of the Tualatin Valley, Tigard features gently rolling terrain, elevations generally ranging from 150 to 300 feet, and a landscape defined by established neighborhoods, tree canopy, and access to waterways such as the Tualatin River. The region experiences a temperate marine climate, with mild, wet winters and warm, dry summers. Tigard maintains an extensive system of parks, trails, and open space, totaling more than 540 acres and over 16 miles of paved pathways. Facilities such as Cook Family Park and the Fanno Creek Trail support year-round recreation, including walking, cycling, and water access. Community events held throughout the year, including the Festival of Balloons, Farmers Market, and seasonal celebrations, contribute to local engagement and civic life. The City's location also allows convenient access to regional destinations such as the Oregon Coast and the Columbia River Gorge.

Housing in Tigard includes a mix of single-family homes, townhomes, and multifamily developments organized within established neighborhoods and along key corridors. The City's downtown has been the focus of ongoing redevelopment through the Town Center Development Agency, supporting a more walkable environment with a mix of housing, retail, public spaces, and civic amenities. Commercial activity is concentrated along major transportation routes, with access to shopping, services, and employment centers throughout the community.

Educational opportunities are provided by the Tigard-Tualatin School District, which operates multiple elementary, middle, and high schools serving the area. Higher education institutions within the region include Portland State University and Oregon Health & Science University.

## THE CITY

The City of Tigard operates under the council-manager form of government. The governing body is made up of six councilors, and one mayor. The City Council serves as the policy-making body and is responsible for appointing the City Manager, City Attorney, and Municipal Court Judge.

The City Manager functions as the organization's Chief Executive Officer, policy advisor, and budget officer. The City Manager leads and directs all municipal operations, oversees the implementation of Council policies, and is responsible for financial management, budget development, and long-range planning. The City Manager also coordinates closely with the Council and the executive leadership team, which consists of department directors, to align organizational priorities with adopted Council goals.

The City employs approximately 375 staff who deliver a full range of municipal services across ten departments. These include City Management, Community Development, Finance and Municipal Court, Human Resources, Information Technology, Library, Police, and Public Works, among others. Departments are organized in a typical municipal structure, each led by a director who reports to the City Manager.

The City has a [FY2025-2026 budget](#) of approximately \$454.5 million, which includes reserves of \$214 million, and General Fund expenditures of \$53.53 million. The City also maintains a five-year Capital Improvement Plan totaling \$254.55 million. These financial resources support ongoing operations, infrastructure investment, and long-term capital planning.

City operations and service delivery are guided by an adopted strategic vision: Tigard as an equitable, walkable, healthy, and accessible community. This vision is implemented through established Council goals and organizational priorities focused on service excellence, transportation connectivity, and managed growth and development. The City's work is further framed by its Community Promise, referred to as the "Five E's": Equity, Environment, Economy, Engagement, and Excellence. These principles guide decision-making, resource allocation, and community engagement across all departments.

## THE POSITION

Reporting to the City Council, the City Manager serves as the City's Chief Executive Officer and is responsible for the overall administration, leadership, and performance of municipal operations. Under policy direction from the Council, the City Manager provides organizational leadership across all City functions and activities, ensuring that Council priorities are translated into effective services, sound operations, and accountable results.

The City Manager exercises executive oversight of the entire organization through subordinate levels of management and supervision, establishing direction, aligning resources, and promoting efficient, economical, and responsive service delivery. The role provides policy guidance and evaluative support to the City Council and management staff, helping shape decisions, assess program effectiveness, and advance the City's strategic and operational objectives.

As the senior administrative officer of the City, the City Manager is accountable for enforcement of City codes and regulations, stewardship of the City's financial activities, and the overall integrity and effectiveness of municipal operations. The position also serves as the City's principal relationship-builder with residents, businesses, governmental and regulatory agencies, and community stakeholders, fostering collaboration, strengthening public trust, and advancing appropriate economic and community development opportunities.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).



## OPPORTUNITIES & PRIORITIES

**Continuing to Foster Internal Alignment and Positive Leadership Culture:** The incoming City Manager will build and maintain professional, positive relationships with the Mayor, City Council, and City staff through consistent, transparent, and authentic communication. This role will promote a positive work culture and strong partnerships grounded in trust and shared purpose. By aligning City services with the strategic plan and Council goals, the City Manager will ensure core operations remain strong while clearly communicating the impacts of decisions. The City Manager will promote a collaborative environment by empowering the leadership team to deliver innovative and responsive solutions, while reinforcing alignment through clear expectations, a unified vision, and confidence in the organization's future.

**Advancing Financial Stability and Strategic Investment:** The City Manager will continue to drive financial stability in Tigard with a focus on maintaining high-quality core services. This includes developing sustainable budgets, maintaining fiscal accountability, and ensuring that investments are strategic and aligned with long-term Council priorities. The role also emphasizes collaborative efforts to identify new revenue opportunities while supporting thoughtful, long-range financial planning that positions the City for continued stability and success.

**Deepening Community Connection and Engagement:** The City Manager will intentionally become an active and visible presence in the Tigard community, building a strong understanding of local priorities and perspectives. Through attending community events, developing relationships, and supporting authentic engagement, the City Manager will foster meaningful connections with residents and stakeholders. Open and honest communication will be prioritized to strengthen trust, transparency, and a shared sense of community.

**Expanding Regional Partnerships and Collaboration:** The City Manager will develop and maintain positive, productive relationships with the State, Washington County, neighboring communities, and regional organizations. The City Manager must seek opportunities to collaborate effectively on shared priorities while also protecting and advancing Tigard’s unique identity and interests within the broader region.

**Supporting Effective Governance and Council Partnership:** Building on the Mayor’s efforts, the City Manager will support effective governance through a strong and professional partnership with the City Council. This includes providing clear, thoughtful guidance, helping to align priorities, and communicating organizational capacity in a way that supports informed decision-making. The City Manager will play a key role in ensuring that initiatives are aligned with available staff and financial resources while maintaining a constructive and respectful working relationship with elected officials. The City Manager will present well-researched options for Council as they review policy matters; and as appropriate, the City Manager will share both recommendations and tradeoffs for consideration.



**Navigating Transition and Ensuring Organizational Continuity:** With the potential for Council transitions following upcoming elections, the City Manager will help position Tigard for continuity and sustained momentum. This includes aligning expectations with elected leadership and supporting a stable organizational environment during periods of change. The City Manager will model a thoughtful, measured and calm approach to consistent civic leadership and will help ensure that progress continues and that the organization remains well-positioned to serve the community effectively.



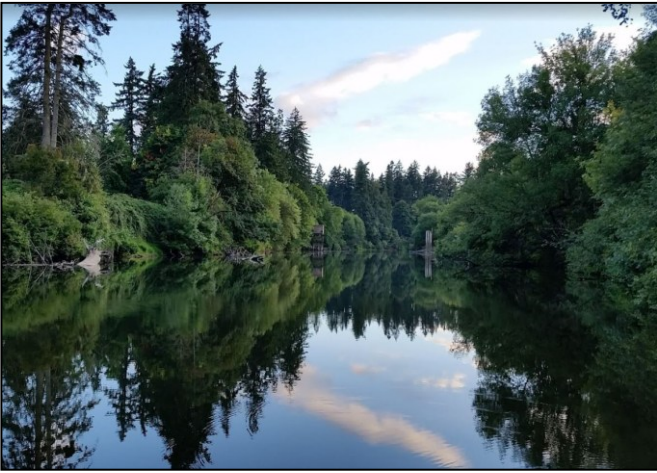
**THE IDEAL CANDIDATE**

**Required Education and Experience:**

- Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a field related to the work.
- Ten (10) years of management or administrative experience in a municipal agency setting, including at least five (5) years of management and supervisory experience.
- Experience in working with an elected Council or Board is highly desirable.

Any combination of training and experience which would provide the required knowledge, skills, and abilities may be considered.





### Necessary Knowledge, Skills and Abilities:

- Demonstrated successful experience as a City Manager or Assistant or Deputy City Manager, with a proven record of effective municipal leadership.
- Strong leadership capacity with the ability to inspire confidence among diverse stakeholders and build genuine relationships.
- Accessible, available, and honest, with integrity and grit, including the resilience necessary for public-sector leadership.
- Strategic and tactical mindset, with the ability to manage daily operational challenges while maintaining a long-term vision.
- Strong financial acumen and demonstrated experience in budget development and management.
- Background in managing and overseeing complex public infrastructure projects, including project financing, contract negotiation, and understanding value engineering options.
- Strong ability to communicate a message of optimism, unity, and partnership with Council, staff, and the public using both traditional and emerging media.



- Tact and diplomacy, with the ability to say no without damaging trust or collaboration, clearly explain decisions, present options to Council, and demonstrate the courage to recommend the best course of action.
- The ability to break down silos and support collaborative problem solving across City departments.
- Political insight and judgment, reflected in the ability to work effectively with elected officials to foster a highly effective, productive, and decorous city operation.
- A leader of leaders who respects the subject matter expertise of senior staff, avoids micromanagement, and effectively coaches and mentors staff at all levels to achieve their best.



- Willingness to solicit input to inform collaborative decisions, along with the ability and readiness to make difficult decisions when necessary.
- Solid understanding of emerging technology, including the potential impact of artificial intelligence on City service delivery.
- Deep understanding of the value of strong union partnerships and appreciation of collective bargaining agreements within a municipal or public-sector environment.
- Understanding, appreciation, and experience in leading or supporting local economic development opportunities.
- Experience developing appropriate municipal responses to emerging and ongoing issues such as homelessness, affordability, and housing access.

## COMPENSATION & BENEFITS

### ➤ \$220,000 - \$245,000 DOQ

- Comprehensive medical plan options, including Regence, and Kaiser, with varying deductible and copay structures.
- Dental coverage through Delta Dental, Kaiser Dental, and Willamette Dental plans.
- Vision coverage available through VSP and Kaiser plans.
- Flexible Spending Account (FSA) for eligible healthcare expenses.
- VEBA (Voluntary Employee Benefit Account) with a monthly City contribution to support current and post-employment medical, dental, and vision expenses. Contributions begin immediately with a prorated first-month contribution.
- Long-term disability coverage.
- Optional hospital indemnity plans for additional financial security.
- Employee Assistance Program (EAP) offering confidential support services.
- City-sponsored life insurance policy of \$50,000 with Accidental Death & Dismemberment (AD&D) coverage.
- Optional voluntary life insurance with employee-selected coverage amounts.
- 401(a) retirement plan with an 11% City contribution after six months of employment.
- Deferred compensation plan with City match up to 3%.
- Generous paid time off (PTO) program with increasing accrual based on years of service.

- Ten (10) paid holidays annually.
- Paid bereavement leave.
- Paid jury duty leave.
- Paid sick time.
- TriMet Universal Transit Pass for eligible employees.
- Commute incentives.
- Health benefits effective the first month following hire.
- Four-day, ten-hour work week with hybrid opportunities.

**For more information on the  
City of Tigard and the  
local community, please visit:**

[www.tigard-or.gov](http://www.tigard-or.gov)

[www.tigardchamber.org](http://www.tigardchamber.org)

[www.exploredowntowntigard.com](http://www.exploredowntowntigard.com)



CITY OF  
**Tigard**

The City of Tigard is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 17, 2026** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Tigard, OR – City Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

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[www.prothman.com](http://www.prothman.com)

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