



City of Clatskanie,
Oregon

CITY MANAGER

\$103,716 - \$132,375

Apply by
March 1, 2026
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria,

Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years.

The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the City Manager, Finance Manager / City Recorder, Senior Clerk, and a General Clerk, and Public Works, comprised of the Public Works Director, Water Treatment Plant Operator, Wastewater Treatment Plant Operator, Public Works Foreman, and two Utility Workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

THE POSITION

Working under the administrative supervision of the City Council, the City Manager provides general management and administration for all City functions. This position is responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie, and exercising supervision and leadership over the city's employees, contractors, and agents.

The City Manager also leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. The City Manager serves as chief budget officer, and floodplain administrator, and is responsible for administering the collective bargaining agreement with exclusive representative.

To view a full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Secure supplemental grant funding to mitigate wastewater rate impacts: The City is constructing a \$26 million Wastewater Treatment Facility serving approximately 700 connections, which has necessitated scheduled rate increases of \$5 per month for 24 months. The new City Manager will have an opportunity to actively pursue additional state and federal grant funding during their first year of employment to reduce the overall financial burden on ratepayers and soften the impact of these increases during the implementation period.

Lead the disciplined implementation of multi-year wastewater rate adjustments: Over the next two years, the City Manager will oversee the above-mentioned phased rollout of wastewater rate increases already adopted by the City. This work will require consistent financial oversight, clear sequencing of rate changes, and steady administration of billing adjustments while maintaining focus on affordability within a small community context.

Leverage the new wastewater facility as a long-term operational and capacity asset: The new treatment facility is already under construction and broadly accepted as necessary. Its design capacity provides operational reliability and flexibility that can support future service demands, regulatory requirements, and potential growth scenarios without requiring immediate policy decisions regarding growth direction.

Build upon a stable, aligned, and high-performing municipal team: The City Manager will inherit a well-functioning organization of approximately 10 full-time employees with strong morale and shared direction. This internal stability provides continuity and allows leadership attention to remain focused on external financial and infrastructure priorities rather than internal reorganization.



THE IDEAL CANDIDATE

The ideal candidate will bring a strong public-sector background and the leadership presence needed to guide the City of Clatskanie with clarity, accountability, and purpose. This individual will demonstrate the ability to actively pursue State and Federal grant funding and pair that skill with a solid understanding of public-sector finance to support responsible budgeting, sound governance, and long-term planning.

The successful candidate will possess a working knowledge of public works, capital projects, and utility operations, allowing for informed oversight and practical, solution-oriented decision-making. Prior management or supervisory experience is essential, with public-sector experience preferred but not required.

Strong interpersonal skills and a high level of emotional intelligence will be critical to success in this role. The ideal candidate will communicate effectively in writing, in person, and in public settings, enabling clear direction, active listening, and productive facilitation.

The ability to mediate disputes, resolve conflict, and advocate for staff will help build trust across the organization and within the community. A reputation for honesty, integrity, a positive outlook, and visible community engagement will further strengthen relationships and reinforce a healthy, collaborative organizational culture that supports retention, morale, and long-term organizational stability.



EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration or business administration is required.
- A minimum of five (5) years of progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or a comparable position is required.
- A master's degree in public administration or business administration is desired.
- Any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position may be considered.

To learn more about the
City of Clatskanie, please visit:

www.cityofclatskanie.com

COMPENSATION & BENEFITS

- **\$103,716 - \$132,375 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- 80 Hours of Vacation Per Year.
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Clatskanie, 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 Prothman website as instructed on the form.

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