



Community-Informed Recommendations for the City Administrator Job Description

Job Title: City Administrator

Job Location: Portland, Oregon

Reporting Structure: Reports directly to the Mayor and City Council

FLSA Status: Exempt

Job Summary:

The City of Portland is seeking a visionary, collaborative, and transparent City Administrator to lead the city through an exciting period of growth and transformation. Reporting directly to the Mayor and City Council, the City Administrator will oversee all city operations, ensuring effective implementation of policies and procedures while providing strategic leadership across city bureaus and departments. This Charter-designated position requires a proven track record in public administration, strong communication skills, and a commitment to diversity, equity, and inclusion (DEI). The ideal candidate will bring experience from both government and the private sector and will be chosen by the mayor, with confirmation from the City Council, based on their executive and administrative qualifications in accordance with the City Charter.

Duties and Responsibilities:

- **Oversee City Operations:** Manage day-to-day operations of all city bureaus, offices, and departments through subordinate executives, ensuring that city services are delivered effectively and efficiently to meet public needs.
- **Staff Leadership and Development:** Appoint, reassign, discipline, and remove bureau/department directors and all employees under the Administrator's jurisdiction (excluding the City Attorney and Chief of Police). Foster leadership development and succession planning among senior staff.
- **Policy Implementation:** Ensure that policies established by the City Council are fully implemented and reflected in city operations. Recommend and draft policy changes as needed to adapt to emerging challenges.
- **Budget Management:** Develop and oversee the city's annual budget, ensuring fiscal sustainability and prudent resource allocation. Work closely with the Mayor and Budget Office to ensure that the city's financial health remains stable.
- **Crisis Management:** Act as the central coordinator for city responses during emergencies and crises, including natural disasters, public health emergencies, and civil unrest. Ensure that city operations maintain resilience during times of crisis.
- **Strategic Planning:** Lead citywide strategic planning efforts, ensuring alignment with the Mayor's and City Council's goals. Drive long-term visioning processes to address Portland's future challenges, including infrastructure, housing, and economic development.

- **Community Engagement:** Engage with the public to build trust and foster community collaboration. Ensure transparency in government actions by maintaining open lines of communication through public meetings, forums, and media platforms.
- **Cross-Departmental Collaboration:** Break down silos between city departments, fostering collaboration and coordination. Promote cooperation across bureaus to streamline decision-making processes and improve service delivery.
- **Intergovernmental Relations:** Serve as the city's chief liaison to state and federal agencies, negotiating agreements and advocating for Portland's needs at higher levels of government. Build relationships with surrounding municipalities and counties to collaborate on regional issues.
- **Economic Development:** Promote economic growth by working with local businesses, entrepreneurs, and community organizations. Advocate for policies that foster job creation and support small and local businesses, with a focus on equitable development in marginalized communities.
- **Housing and Homelessness Solutions:** Lead initiatives to address Portland's housing affordability crisis and homelessness issues. Work to implement comprehensive, compassionate solutions, focusing on increasing affordable housing options and connecting houseless individuals to services and resources.
- **Equity and Inclusion Initiatives:** Implement and oversee citywide initiatives related to Diversity, Equity, and Inclusion (DEI), ensuring that all communities, especially historically underserved and marginalized groups—are represented in decision-making processes. Prioritize equitable resource distribution across the city.
- **Public Safety and Crime Reduction:** Collaborate with law enforcement and community organizations to promote public safety through both prevention and intervention strategies. Promote a balanced approach that focuses on mental health services and community policing.
- **Operational Efficiency:** Analyze city functions and processes to identify inefficiencies and implement improvements. Ensure that operations are both cost-effective and aligned with the city's strategic goals.
- **Sustainability and Environmental Stewardship:** Oversee programs and initiatives that promote sustainability, energy efficiency, and environmental justice. Align city operations with Portland's long-term environmental goals, including carbon reduction and waste management initiatives.
- **Infrastructure Development:** Oversee and guide the city's infrastructure projects, ensuring that transportation, utilities, and public spaces are well-maintained and serve the needs of a growing population.
- **Data-Driven Decision Making:** Use data and analytics to inform policy decisions and measure the effectiveness of city programs. Implement performance management systems to ensure transparency and accountability in achieving key performance indicators (KPIs).



Skills and Abilities:

- **Leadership and Vision:** Demonstrated ability to lead, inspire, and develop large teams in a dynamic public sector environment.
- **Communication:** Exceptional communication skills, both verbal and written, with an ability to engage with diverse stakeholders including city officials, community members, and public agencies.
- **Strategic Thinking:** Strong capacity for long-term strategic planning, aligning city goals with operational realities and future challenges.
- **Financial Acumen:** Expertise in budget management, financial forecasting, and resource allocation, particularly in environments with constrained financial resources.
- **Collaboration:** Ability to foster strong partnerships with community organizations, governmental agencies, and private sector stakeholders.
- **Cultural Competence:** Experience working with diverse populations and demonstrated ability to promote equity and inclusivity in a governmental context.
- **Problem Solving:** Strong analytical skills and the ability to make data-driven decisions to resolve complex city issues.
- **Crisis Management:** Proven ability to navigate and manage city operations through emergencies and critical incidents with calm, decisive action.

Minimum Qualifications:

- Bachelor's degree in public administration, business administration, or a related field (Master's degree preferred).
- At least 10 years of progressively responsible experience in public administration, including 7 years of executive-level leadership in a complex and diverse organization.
- Experience managing large municipal or public-sector operations, including strategic planning, budgeting, personnel management, and intergovernmental relations.
- Proven track record of advancing diversity, equity, and inclusion (DEI) initiatives in public or private sector leadership roles.
- Valid state driver's license (required).

Ideal Candidate Profile:

- **Proven ability** to provide strategic direction and oversight across all city bureaus and departments.
- **Established track record** of acting effectively under the policy direction of the Mayor and City Council.
- **In-depth experience** ensuring city services and operations are managed effectively and aligned with leadership's strategic goals.
- **Demonstrated success** in shaping an inclusive, transparent, and responsive long-term vision for city growth and development.



- **Proven strength** in balancing decisiveness with inclusiveness, ensuring diverse voices are represented in decision-making processes.
- **Established expertise** in navigating crises and political changes with resilience, collaboration, and transparency.
- **Proven ability** to foster partnerships across city bureaus, county agencies, and community organizations.
- **Demonstrated success** in promoting diversity, equity, and inclusion (DEI) as an actionable framework in government operations.
- **In-depth knowledge** of strategic planning, budget management, and overseeing financial operations, particularly in constrained budget environments.
- **Proven competency** in making inclusive, data-driven decisions to inform policy choices and measure program effectiveness.
- **Strong communication skills** for engaging with diverse communities, stakeholders, and public forums.
- **Established success** in empowering local communities and ensuring their involvement in decision-making processes.
- **Demonstrated ability** to address challenges such as infrastructure, economic growth, and social equity while driving long-term, strategic change.
- **Proven success** in integrating diversity, equity, and inclusion principles into government operations and leadership.

Work Environment:

- Primarily office-based, with frequent engagement in public meetings, community events, and intergovernmental discussions.
- Occasional evening and weekend work may be required.
- Travel within the region may be necessary to represent the City of Portland in meetings and conferences.

Supervision Received and Exercised:

- The City Administrator works under the general policy direction of the Mayor and City Council, exercising a high degree of independence in managing city operations.
- Direct supervision of at least four (4) executive management-level staff, with indirect supervision of all city employees through subordinate managers.

Compensation and Benefits:

- Competitive salary commensurate with experience, aligned with the City's Pay Grade 66.
- Comprehensive benefits package including health, dental, vision, and retirement options.
- Paid time off, holidays, and access to professional development opportunities.



Special Requirements:

- Must be willing to undergo a background check.
- Demonstrated commitment to public service, equity, and transparency.

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