



CITY OF JOSEPH

City Administrator/Recorder

The City of Joseph is seeking a dedicated and highly ethical leader to serve as our next City Administrator. We invite candidates with a civic-minded vision and a proven track record in community development to apply. The ideal professional will demonstrate outstanding communication skills, a commitment to transparency, and a deep understanding of Joseph's unique local needs.

Serving as a strategic partner to the City Council, you will be responsible for operationalizing their vision and delivering measurable results rooted in transparency. Simultaneously, you will provide the steady leadership necessary to manage daily municipal functions and address the immediate priorities of our citizens.

Nestled in the northeast corner of Oregon, the City of Joseph is a small but vibrant community at the base of the Wallowa Mountains. Joseph is a renowned destination for world-class bronze art, outdoor recreation, and small-town charm. Located just minutes from Wallowa Lake, the city serves as a gateway to the Eagle Cap Wilderness and Hells Canyon. With a population of approximately 1,196 residents, Joseph is the second-largest town in Wallowa County and offers a high quality of life within an iconic mountain setting.

The City of Joseph operates under a Mayor-Council form of government, supported by a dedicated team of ten professionals across three key departments: Administration, Public Works, and Fire. Each department is guided by a specific Council Committee, ensuring direct collaboration between city leadership and staff.

The Position

The City Administrator/Recorder serves as the chief administrative officer for the City of Joseph, responsible for the integrated management of city finances and operations. Acting under the direction of the City Council, the Administrator translates policy into actionable outcomes while supervising administrative employees. This role requires a leader who can maintain operational excellence across all departments while providing the Council with the strategic data necessary for informed decision-making.

Essential responsibilities include (but are not limited to):

Governance & Council Support

- **Meeting Management:** Attend all City Council meetings and ensure the accurate recording and preservation of official proceedings.
- **Strategic Advisory:** Provide comprehensive reports and data-driven recommendations to the Mayor and City Council to address the evolving needs of the community.
- **Policy Enforcement:** Administer and enforce all city ordinances, resolutions, franchises, leases, and contracts with a focus on accountability and transparency.

Financial & Administrative Oversight

- Budgetary Stewardship: Lead the development, implementation, and monitoring of the annual city budget, ensuring fiscal stability and the strategic management of cash carryover.
- Operational Leadership: Oversee the day-to-day functions of the Administrative, Public Works, and Fire departments, fostering a culture of operational excellence.
- Human Resources: Manage all aspects of personnel administration, including recruitment, performance management, and compliance with employment laws for the city's ten employees.

Community Development & Infrastructure

- Planning & Land Use: Direct city planning initiatives and land-use regulations to ensure sustainable growth within the Wallowa Valley.
- Utility Management: Provide executive oversight of city utilities and infrastructure projects to ensure reliable service delivery for residents.
- Contract Management: Oversee the procurement process and manage relationships with contractors, permits, and external agents.

Ideal Candidate

The ideal candidate is a proactive, high-integrity leader who embodies the City's core values of transparency and ethical governance. As a transparent and honest communicator, you will inspire public confidence while delivering service that exceeds resident expectations. We seek a professional who balances fiscal responsibility with a creative, problem-solving mindset to find effective solutions for our unique mountain community.

Minimum & Preferred Qualifications

Education & Experience

- Preferred Education: A Bachelor's or Master's degree in Public Administration, Business Administration, or a closely related field.
- Standard Qualification: A minimum of 3 years of progressive experience in local government or business management for candidates with a related bachelor's degree.
- Alternative Qualification: A minimum of 10 years of professional experience in local government or business management for candidates without a bachelor's degree.

Core Technical Knowledge, Leadership & Character

- Municipal Operations: Deep understanding of municipal government structure.
- Financial Stewardship: Mastery of public finance, annual budgeting processes, and fiscal transparency.
- Administrative Law: Knowledge of Oregon-specific personnel management, labor law, and land-use planning.
- Ethical Standard: Proven ability to maintain the highest standards of ethics, integrity, and professionalism in all public interactions.

- Innovative Mindset: An innovative and decisive leader who is open to new methodologies and data-driven solutions for municipal challenges.
- Communication Excellence: Exceptional presence and the ability to represent the City of Joseph with a professional and positive demeanor at all times.

Compensation

- Base Compensation: The City of Joseph offers a structured salary schedule, starting at \$80,000 per year.

Benefits Package

- Retirement: Full participation in the Oregon Public Employees Retirement System (PERS), ensuring a secure and stable retirement plan.
- Health & Wellness: Comprehensive Medical and Dental insurance coverage is provided for the employee.
- 9 Paid Holidays
- 120 Hours of PTO per Year
- 120 hours of Vacation Leave per year
- Basic Life Insurance (with supplemental life insurance available)

Recruitment Process *(Process subject to change per scheduling restrictions)*

March 9 th , 2026	Application Process Open
April 9 th , 2026	Application Deadline
April 27 th , 2026 (week of)	First Review/Candidate Interviews
TBD	Candidate Interviews (second set)
June 1 st , 2026	Scheduled Start Date

Application Process

To apply for this position, please visit www.josephoregon.org to download an application packet. Along with that packet, please provide:

- A resume (four page maximum)
- A detailed cover letter describing your experience, interest, and leadership style.

Please submit your packet via mail or email to:

City of Joseph
 P.O. Box 15
 Joseph, OR 97828
info@josephoregon.org

Thank you for your interest in applying for the position of City Administrator/Recorder. For questions, please contact the City of Joseph at info@josephoregon.org.