



CITY OF ENTERPRISE

City Administrator

The City of Enterprise is seeking an experienced, highly ethical, professional leader with a civic minded vision and strong communication skills, to serve as the next City Administrator. The ideal candidate must have outstanding interpersonal and communication skills, a focus on customer service, accountability and transparency, experience in community development, and possess an understanding of the City of Enterprise.

The City Administrator must be dedicated to both the immediate and long-term wellbeing of the City of Enterprise, balancing day-to-day management with strategic initiatives that benefit our residents. This role is pivotal in translating the council's vision into tangible outcomes that positively impact our community.

Enterprise is a small but beautiful community, located in the northeast corner of Oregon, nestled in the historic and scenic Wallowa Valley with a beautiful view of the Eagle Cap Wilderness. The City is the largest town in Wallowa County with a population of just under 2,000.

The City of Enterprise is comprised of four departments: Administrative Department, Public Works Department, Fire Department, and Police Department. Currently we have eighteen employees, which include three full-time administrative staff members in the City Hall: City Administrator, Finance Manager, Office Manager/Utility Billing Clerk. The City of Enterprise is a Mayor and Council form of Government with a separate Council Committee for each department.



The Position

The position of City Administrator is established as the administrative head of the City government. The City Administrator is responsible to the Mayor and Council for the proper administration of all City business, with the assistance of the Department Managers. The City Administrator will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.

Essential responsibilities include (but are not limited to): attending all City Council meetings, providing reports and recommendations to the Mayor and Council specific to the needs of the City; Administering and enforcing ordinances, resolutions, franchises, leases, contracts, permits; assisting fellow department managers with organizing departments, overseeing the annual city budget and process, managing human resources, planning and land use, and overseeing utility management.

Ideal Candidate

The ideal candidate has strong leadership skills, as well as being a positive individual who can proactively manage a City. Oregon land use planning experience is highly desired. They must be an excellent communicator, collaborator, and believe in the city's values. They must provide a transparent, open and honest government, with excellent public service, beyond the customers' expectations, offering effective solutions for problems as they arise. Fiscal responsibility and proper use of public resources is essential. Personal honesty and integrity inspire confidence and trust in local government. Excellence is shown by being creative, professional, and committed to the community. Teamwork is emphasized for City Staff, as well as elected and appointed City officials. Finally, the ideal candidate honors a diverse and humane organization. Open communication, and respect for others, compassion and a sense of humor are essential tools in the City's organization.

Minimum & Preferred Qualifications

A degree in public administration or business administration is preferred.

- Minimum of 3 years of experience in local government or business management, with a bachelor's degree in a like field.
- Minimum of 6 years of experience in local government, with no bachelor's degree.
- Knowledge of municipal government organizations, public finance and budgeting, personnel management, labor law, and land use planning.

- The ability to display an attitude, appearance, presence, behavior, and demeanor that demonstrates the highest standard of ethics, integrity, and professionalism.
- Proven ability to create a forward-thinking law enforcement team.
- An innovative and decisive leader who is open to new approaches.

Compensation

The City of Enterprise offers a competitive, 30-year step process starting at \$81,265 (placement of step is negotiable, based on years of experience). Under the current contract, the City of Enterprise pays 100% of the rates for the High-Deductible Health Plan providing medical, dental, and vision insurance. In addition, the City of Enterprise contributes towards the deductible for said insurance. *Note, the Administrator will receive a lower wage during the training period (approximately two months).*

Other benefits include:

- 13 Paid Holidays
- 96 Hours of Sick Leave per Year
- 40 hours of Administrative Leave per year
- Vacation Leave
- Basic Life Insurance (with supplemental life insurance available)

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

June 10 th , 2025	Application Process Open
July 17 th , 2025	Application Deadline
July 21 st , 2025 (week of)	First Review/Candidate Interviews
July 28 th , 2025 (week of)	Candidate Interviews (second set)

Application Process

To apply for this position, please visit www.enterpriseoregon.gov 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.
- Your response to the questions on Page 4 of this packet.

Please submit your packet via mail or email to:

Attn: Lacey McQuead
 City Administrator
 102 E. North Street
 Enterprise, OR 97828
lmcquead@enterpriseoregon.gov

Supplemental Questions

Please keep responses to the questions below to one page and at least 12-point font.

1. What interests you about our community? What interests you about this position?
2. What role should the City Administrator play in the community?
3. What is the difference between a leader and a manager? Please tell us what kind of leader/manager you are or would like to be.
4. What would you hope to accomplish in the first year?
5. Based on your experience and background, what do you consider to be your strengths in local government? What are your weaknesses?
6. Please explain why you want to be the Administrator for the City of Enterprise.



Thank you for your interest in applying for the position of City Administrator. For questions, please contact Lacey McQuead, City Administrator, at lmcquead@enterpriseoregon.gov or by calling (541) 426-4196 Ext. 3.