

The City of Lowell in Lane County, Oregon is recruiting for its next City Administrator.

The Community

City of Lowell (population 1090) is located about 20 miles southeast of the Eugene and Springfield metro area. It is a small, community with tremendous growth potential. The City is nestled in the foothills of the Cascades along Highway 58, along the north shore of Dexter Lake. Lowell is known for its three beautiful lakes, many water recreational activities, numerous hiking and mountain biking trails, five picturesque covered bridges, close proximity to winter sports activities and an abundance of natural areas and wildlife.

Incorporated in 1954, Lowell has a vision that has both embraced recent growth and continues to prepare for future growth. The City has adopted a Parks Master Plan and a Downtown Development Plan with several projects planned that will position the City well for future growth.

Lowell's quiet, small town community feel, proximity to an abundance of natural and scenic amenities, and location near the metro area of Eugene Springfield are among the more compelling features attracting residential growth to the city. A comfortable commute from the metropolitan area, Lowell is close to shopping, services, and cultural activities in Eugene and Springfield.



Lowell's residents are friendly and outgoing; they live in an environment with something for everyone – from the rugged outdoors to quiet gardens. Easy access to first-rate services, excellent educational opportunities, top-notch health care and four fabulous seasons offering a year-round symphony for your senses. There's no better place to live, work, or visit!

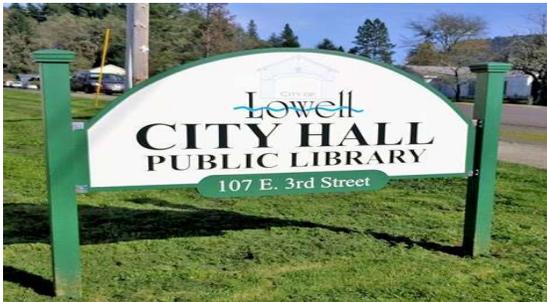


Lowell City Council

The City of Lowell elects five council members at large. The Mayor is appointed from those elected members by the Council at their first meeting every two years. At each biennial general election, open council positions are voted on, each for a four-year term.

The Mayor and Councilors can be reached by calling City Hall at (541) 937-2157. The Lowell City Council meets every first and third Tuesdays of the month at 7:00 p.m. at the Maggie Osgood Library, 70 N. Pioneer Street. Meetings are open to the public. All powers of the City are vested in the Council.

Our City Administrator



Under the general direction of the City Council, the City Administrator is the Chief Executive Officer of the City of Lowell. The City Administrator assists the Mayor and the Council in the development of city policies and carries out policies established by ordinances and resolutions.

Other Responsibilities Include

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts and coordinates, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes appropriate service and staffing levels in accordance with policy and budgetary constraints. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
- Prepares and administers the annual city budget for approval by the Budget Committee and Council.
- Represents the City and the City's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote City and Regional interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to

- sensitive or complex inquiries or complaints.
- Maintains positive public relations with citizens and other municipalities.

- Knowledge of Oregon Land use rules and regulations.
- Ability to invest themselves in the community and be a part of the City's visionary plans

Qualifications



Minimum

- This position requires successful candidate to have earned a Bachelor's Degree in Business, Political Science or other Public Service area.
- At least three years of public or private management experience is also required.
- Employee in this position must be able to be bonded.

Desirable

- Advanced degree in municipal management or a related field.
- Previous experience as a City Administrator/Manager in a city of comparable size or in a rural setting.

Preferred

- Ability to communicate effectively with staff, council and citizens.

Compensation

The salary range for this position is \$80,000 to \$95,000 per year.

Lowell provides a comprehensive Benefits package, including:

- City paid Health insurance benefits for medical, vision, and dental coverage
- An optional deferred compensation plan is available to employees
- The City participates in the Oregon Public Employees Retirement System (PERS) on behalf of employees. (The employee pays the 6% employee contribution)
- Paid life insurance and long-term disability insurance
- Employee option to purchase additional insurance
- Paid time off for holidays; earned paid vacation leave and sick leave

The Process

This position is open until filled with the first review scheduled October 23rd.

If offered, employment will be contingent on the outcome of a background check. Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.



If you need an alternate format of the application or assistance to participate in the hiring process, please contact;

Lane Council of Governments (LCOG)

Attention: Human Resources
859 Willamette Street, Suite 500
Eugene, OR 97401
Fax: 541-682-4099

All application material will be submitted electronically to: jobs@lcog.org

Interested parties should submit (1) an Official City Application, (2) a cover

letter, and resume (3) a completed supplemental questionnaire, (4) a veterans preference form if applicable.

Please visit: www.ci.lowell.or.us/jobs

For application material.

The City of Lowell is committed to affirmative action, equal employment opportunity, and workplace diversity.