



CITY MANAGER

CITY OF JOHN DAY, OREGON





Welcome to **JOHN DAY**

John Day is a warm and welcoming community of 1,700 located in the scenic high desert of Eastern Oregon. The area is known for its breathtaking landscapes, low cost of living, relaxed lifestyle, and abundant opportunities for four-season outdoor recreation.

John Day celebrates a rich history. In 1865, the town's first post office was established and by 1887 over 1,000 Chinese immigrants called the city home, drawn by a regional gold rush. The Kam Wah Chung heritage site in John Day preserves this early Chinese culture as both a state park and National Historic Landmark.

Today's residents appreciate John Day's small-town feel, affordability, rural culture, and easy access to the outdoors. This is a close-knit community where neighbors help neighbors and a sense of community pride is palpable.

A main attraction for residents and visitors alike is the stunning natural beauty that surrounds the town. To the south lies the Malheur National Forest and the Strawberry Mountains which rise to 9,000 feet. To the west is the John Day Fossil Beds National Monument, featuring colorful rock formations and the famous Painted Hills emblazoned with brilliant hues from bands of oxidized minerals. Flowing through town is the John Day River, one of the longest free-flowing rivers in the continental United States and the longest undammed tributary of the Columbia. The region offers ample opportunities for fishing, whitewater rafting, kayaking, hiking, cross-country skiing, or enjoying a scenic drive.

Sitting at an elevation of 3,087 feet, John Day is the largest city in Grant County. The city's central location and amenities make it a hub for county-wide facilities such as the hospital, fairgrounds, chamber of commerce, library, and Ogilve Field airport which has a helibase and training center for U.S. Forest Service Malheur Forest's rappeller firefighters. Commercial flights to the region are available through Pendleton airport 88 miles away and Redmond airport 110 miles away.

Why Apply?

If you value a sense of community and are looking for a welcoming small town with exciting professional growth opportunities—this may be the right position for you. John Day offers an exceptional quality of life in beautiful Eastern Oregon with numerous outdoor activities such as hunting, fishing, biking and hiking just moments away.

THE CITY OF JOHN DAY

Incorporated in 1901, the City of John Day operates under a Council-Manager form of government. The City Council consists of a Mayor and six councilmembers elected from the city at large to serve four-year terms. The city manager is the administrative head of the City and is responsible to the City Council.

The City has a resident population of 1,700 over 1.7 square miles, however the daytime population is much higher. John Day is a regional commercial hub and the surrounding state and national forests result in significant draw for outdoor related tourism. The City has a 2023 annual budget of \$30 million, a team of 15.35 FTEs, and numerous contracted services. Departments include Administration, Finance, Fire, Parks and Recreation, Planning, and Public Works. The Grant County Planning & Development Department handles all of the City's building permits. Police services are provided by the Grant County Sheriff's Office.

Over the past seven years the City has launched a series of integrated infrastructure improvement initiatives aimed at revitalizing the community. These include efforts to create a 14-acre business park at the John Day Innovation Gateway, an aquatic center, a new wastewater treatment plant, new riverfront parks and trails, funding for new community broadband, improvements to the new Kam Wah Chung interpretive center and adjacent downtown properties, and other public works projects. To date, the City has been awarded 42 grants valued at \$26.8 million to pursue many of these initiatives.



LEARN MORE

[City of John Day](#)

[2022-2023 City Budget](#)

[Community Projects](#)



THE CITY MANAGER

The position of City Manager is established under the 1993 City of John Day Charter. The city manager is hired by and serves at the pleasure of the city council. The manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and directives approved by the council. The city manager is the chief executive officer of the city and exercises supervision over its general affairs and all department heads and employees, except the city attorney and municipal judge. The council desires the city manager to become actively involved in the community.

**FULL-TIME
EMPLOYEES**
15.35

2023 BUDGET
\$30 million

AREA
1.8 square
miles

POPULATION
1,700





THE IDEAL CANDIDATE

The ideal candidate is a hands-on professional willing to dig in and perform the work necessary to assist the Council, staff and community in achieving their goals who brings a track record of getting things accomplished. Successful candidates will be business savvy and offer a wide range of experience with budgets, economic development, infrastructure operations, finance techniques, and creative problem-solving skills. The City is seeking a City Manager who brings the following knowledge and skills:

- Financially knowledgeable with municipal budgeting and finance expertise.
- Approachable with excellent written and verbal communication skills; able to connect at all levels of the organization and with a broad section of community members.
- Solid facilitation skills and the ability to bring people together toward a common goal.
- Excellent at grant writing and administration.
- Adept at public relations and marketing the positive aspects of the community.
- Capable of developing and maintaining strong partnerships with the County, neighboring cities, and community partners.
- Places a high value on organizational performance and professional development of staff.
- An innovative problem solver and strategic thinker with the facilitation skills to assist a Council comprised of diverse viewpoints to develop a strategic vision for the future.
- A proven leader capable of building and managing a team.
- Enjoys being a hands-on working city manager in a small city and understands how smaller cities function.
- Cares about the people in the community, participates in community activities, and embraces the quality of life the community has to offer.
- Experienced with successful inter-agency collaborations and with community interest groups.

Education & Experience

Bachelor’s degree (e.g., business administration, accounting, finance, public administration, public policy, or related field) or combination of skills, training, and five years public or municipal administration experience. Master’s degree or equivalent experience in public or municipal administration is preferred. Leadership experience in public or municipal administration. Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation. Must possess a valid driver’s license from Oregon State and be bondable.

OPPORTUNITIES & CHALLENGES

- Assist the City Council in reaffirming and updating their long-range goals for the City through a robust public process.
- Maintain momentum and expedite several major capital improvement initiatives already underway.
- Coordinate with Grant County on the land use permitting process to assure smooth and timely development processes to further Council goals.
- Strengthen relationships with partners such as the Grant County Chamber of Commerce and Grant County Economic Development to promote economic development and tourism.



COMPENSATION & BENEFITS

The City of John Day is offering a salary range of \$85,000 to \$145,000 annually depending on experience. Benefits include:

- PERS Retirement Program
- Paid Vacation, Sick, & Holiday Leave
- Medical, Dental, & Vision Insurance
 - High deductible plan w/ City-paid HSA
 - Employee pays 20% pretax
- \$50,000 Basic Life Insurance
- \$50,000 AD&D Insurance
- Life & Supplemental Life Insurances (voluntary)
- Identity Protection (voluntary)

RESOURCES

Discover John Day
discoverjohnday.com

Visit Oregon - John Day
visitoregon.com/cities/john-day-oregon

The Blue Mountain Eagle
bluemountaineagle.com

Grant County Chamber of Commerce
gcoregonlive.com



TO APPLY

Apply Online: gmphr.com

First Review: **May 29, 2023**

More Info: Dave Zabell, GMP Consultants
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