



City Hall, PO Box 708, Garibaldi, OR 97118  
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City Email: [city@ci.garibaldi.or.us](mailto:city@ci.garibaldi.or.us)

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**Title:** City Manager

**Pay:** \$85,000/year

**Schedule:** 4x10's Monday – Thursday

**Location:** Hybrid (1 day in office, 3 days remote)

**Who We Are:**

Garibaldi, Oregon is a small fishing village of about 800 residents nestled along the bottom of Captain Robert Gray Mountain at the northern end of Tillamook Bay. While most of our visitors come for the fishing, crabbing, and clamming, we are also home to the Oregon Coast Scenic Railroad depot and two history museums. We're central to Oregon's Tillamook Coast and a quiet base camp for exploring nearby waterways and beach towns.

Want to learn more? Check out our website: <https://www.ci.garibaldi.or.us/> and [www.visitgaribaldi.org](http://www.visitgaribaldi.org).

The City of Garibaldi will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

**Why Work at the City of Garibaldi?**

- 87.5% medical, dental and vision insurance for employee and family
- PERS Retirement
- VEBA Health Reimbursement Program (\$265/month for family)
- Paid Vacation (negotiable) & Sick Time
- 12 Paid Holidays + 2 Paid Personal Days (negotiable)

**Who You Are:** The ideal candidate is a strategic leader with excellent communication and conflict resolution skills. This individual will have experience in managing business finances and budget planning and will have a solid understanding of municipal operations.

**Qualifications:**

- Five years' experience in budgeting and finance, supervision, labor relations, conflict resolution, and writing and administering grants
- Must possess a valid driver's license
- Excellent written and verbal communication skills
- Knowledge of Generally Accepted Accounting Principles and payroll practices in the State of Oregon
- Ability to establish and maintain effective working relationships with employees, city departments, special interest groups, county, state and federal departments, special districts, and the general public
- Ability to maintain composure and good judgment in high stress situations.

**What You'll Do:** The City Manager will serve as Garibaldi's Chief Administrative Officer, Recorder, Treasurer, and Budget Officer. This position will supervise and direct all municipal department heads (2) and employees (6) of the city. The City Manager will serve as the main point on contact with City Council and will advise Council members in their deliberations on policy and/or legislative matters.

**DUTIES AND RESPONSIBILITIES:**

Supervision of Employees

- Responsible to supervise, direct and control the work of all non-elective officers and public employees of the City in the exercise of their duties and the work of all City departments except the City Attorney.
- Responsible for appointment, removal, discipline, and transfer of all employees, including assigning duties and supervising employees.
- Supervise, direct, and control department heads. Responsible for the appointment, discipline, transfer, and removal of department heads.

- Responsible for designation of duties of department heads.
- Responsible for delegating duties as appropriate to various positions.
- Responsible to evaluate performance of department heads concerning assigned tasks, ability to achieve goals, supervision of subordinates, professionalism, including image conveyed to public, and any other standard established by city policy or contract.

#### City Council

- Meet with the City Council at monthly council and special meetings.
- Furnish information and reports requested by City Council
- Manage and coordinate projects and programs to accomplish goals and objectives of the City Council.
- Recommend ordinances to the Council designed to increase the efficiency of the City government.
- Perform such duties as may be required by the City Council, not inconsistent with the laws of the State of Oregon, the City Charter and City ordinances.

#### Budget and Finance

- Work with the finance team: a contract CPA daily accounting and payroll and a CPA that works on the audits
- With the finance team, prepare and present to Council the annual city budget
- With the finance team, assist the independent auditor preform the annual audit of the City's financial records and present results to Council.
- With the finance team, provide Council financial reports monthly showing the city's financial status.
- Serve as Garibaldi Treasurer, business agent, and custodian of all the funds of the City.

#### Other Specific Functions

- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Serve as Recorder of the City of Garibaldi in any capacity as required by the Charter or any ordinance of the City.
- Meet with, or facilitate staff meetings with, private citizens and interested groups seeking information or bringing complaints, attempting to resolve any problems tactfully and fairly.

