



CITY OF WILSONVILLE

Assistant City Managers





The Positions

The City Manager is restructuring the City Manager's Office to include two Assistant City Managers and is seeking two experienced leaders to join the organization. Working closely with the City Manager and one another, the Assistant City Managers will strengthen the City's capacity to advance key initiatives, support departments, and respond effectively to evolving community and operational needs.

Together, the Assistant City Managers will foster a culture of enterprise-wide leadership, collaboration, innovation, and continuous improvement. Each position provides leadership across assigned departments and divisions and oversees a designated portfolio of services. The current portfolios include Development and Infrastructure and Community Services and Administration. The portfolios may evolve over time in response to City Council priorities, organizational initiatives, and changing business and community needs.

Development and Infrastructure encompasses Planning, Engineering, Building Inspection, Economic Development, Code Compliance, and Public Works Operations, including Facilities, Roads, Utilities, and the contracted operation of the Water Treatment Plant and Wastewater Treatment Plant.

Community Services and Administration encompasses the Library, Parks and Recreation, Finance, Human Resources, and Information Technology.

Each position translates City Council and organizational priorities into coordinated action, advancing cohesive, high-quality service delivery across its portfolio. As senior members of the City's leadership team, the Assistant City Managers serve as trusted advisors to the City Manager, providing executive leadership on complex initiatives, emerging issues, and opportunities to strengthen organizational performance and community outcomes.

The Assistant City Managers bring complementary leadership to their respective portfolios while maintaining an enterprise-wide perspective. They build collaboration across organizational boundaries, champion innovation and continuous improvement, model exceptional customer service, and help the organization navigate change with accountability and purpose. The positions also cultivate strong relationships with elected officials, employees, community members, regional partners, and other stakeholders, representing the City Manager and the City in public and intergovernmental settings.

Together, the Assistant City Managers strengthen organizational resilience, support a high-performing workforce, and help position the City to effectively respond to evolving community needs and future opportunities. The positions provide executive leadership for emergency preparedness and continuity of operations and serve as Acting City Manager in the City Manager's absence.

The Priorities

The Assistant City Managers will work together as a unified leadership team to advance the City's organization-wide priorities, while also providing focused executive leadership for their respective portfolio. Collectively, they will focus on the following priorities:

Organization-wide

- **Lead as One Executive Team:** Work as a cohesive leadership team to align organizational priorities, strengthen enterprise-wide performance, and translate City Council direction into coordinated action.
- **Strengthen a Culture of Trust and Accountability:** Create an environment where employees feel valued, supported, and empowered to contribute, make decisions, and deliver results.
- **Build Strong Internal and Community Connections:** Maintain open, proactive communication and meaningful engagement that strengthen relationships, build trust, and connect the organization with the community it serves.
- **Advance Continuous Improvement:** Challenge conventional approaches, embrace best practices, and remove barriers to improve services, processes, and organizational effectiveness.

Development and Infrastructure Portfolio

- **Build a Unified, Accountable Team:** Strengthen collaboration, establish clear expectations, and foster a solutions-oriented culture that empowers leaders and employees to proactively address challenges and deliver results.
- **Connect Development and Infrastructure:** Improve coordination across departments and functions to align growth, infrastructure, and service delivery while strengthening efficiency, accountability, and the customer experience.

Community Services and Administration Portfolio

- **Enhance Enterprise Collaboration:** Strengthen cross-departmental collaboration and create greater alignment around shared priorities and organizational goals.
- **Elevate Service and Organizational Performance:** Advance a culture of continuous improvement that delivers exceptional service to the community while strengthening the employee experience and internal operations.





The Successful Candidates

The Assistant City Managers are accomplished, collaborative local government leaders who bring strong executive presence, sound judgment, and a genuine commitment to people and public service. They serve as trusted partners to the City Manager and to one another, offering candid perspectives, asking thoughtful questions, and bringing forward ideas while remaining focused on solutions and organizational success. Confident in their leadership, they make difficult decisions when needed and approach challenging situations with kindness, transparency, and respect. They embrace customer service as a core leadership responsibility, setting a clear expectation that every interaction reflects responsiveness, respect, and a commitment to helping people.

The successful candidates are highly relational leaders who understand that trust grows through consistent, authentic engagement. They are approachable, accessible, and visible throughout the organization, taking time to understand employees, value their expertise, and create an environment where people feel supported and empowered. They communicate clearly, set expectations, listen to differing perspectives, and address difficult issues directly and constructively. Equally comfortable working with elected officials, employees, community members, and external partners, they bring the political awareness and interpersonal skill necessary to navigate complex and sometimes competing interests while maintaining productive relationships.

The Assistant City Managers bring an enterprise-wide perspective and see connections across departments, divisions, portfolios, and community priorities. They possess the credibility to understand the technical and operational dimensions of their assigned portfolio while maintaining the perspective necessary to lead beyond individual departments or functions. They empower capable leaders, remove barriers, connect people and ideas, and translate organizational direction into coordinated action. They demonstrate sound fiscal awareness and understand how decisions affect service outcomes, organizational capacity, and long-term community needs.

Adaptability, creativity, and a willingness to challenge conventional thinking are also important. The successful candidates lead effectively through change and ambiguity, respond thoughtfully to emerging issues, and maintain focus on the City's broader direction. They encourage innovation, support employees who pursue new approaches, and balance openness to new ideas with sound judgment and thoughtful risk management. Above all, they are grounded, positive leaders who foster trust, teamwork, accountability, and continuous improvement and bring the authenticity, humility, and good humor that make people want to work with them.

Qualifications

At least seven years of progressively responsible administrative experience in government management, including at least three years of experience supervising professional-level staff, is required. Prior leadership experience overseeing complex services, programs, and projects is essential. A deep understanding of a city's day-to-day operations is ideal, as is prior experience in either of the portfolios. A strong financial background and a solid understanding of budgets are required.

A bachelor's degree in public administration, business administration, or a closely related field is required. A master's degree in public administration, business administration, public policy, or a related field is highly desired. An equivalent combination of experience and education that enables success as an Assistant City Manager will be considered.

Inside The Organization

Mission Statement

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Values

- **Diversity, Equity + Inclusion (DEI):** We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.
- **Sustainable:** We are sustainable in the delivery of services by being good financial stewards and innovative in our approaches to service delivery to the community.
- **Economic Opportunity:** We are committed to strategically growing Wilsonville's economy, providing economic opportunity for all.
- **Environment:** We are good stewards of our environment by modeling practices and embracing policies that preserve and protect the natural environment.
- **Safety:** We are committed to creating a safe, livable community for all by providing a physically safe environment and ensuring people feel psychologically safe.

Wilsonville operates under a Council-Manager form of government. The City Council consists of a Mayor and four Council members, all elected on a nonpartisan basis to four-year terms. The Council establishes policy, adopts the City budget, passes ordinances and resolutions, and appoints the City Manager, City Attorney, and Municipal Court Judge, among other responsibilities. The City Manager implements Council policies and ordinances, oversees day-to-day operations, and appoints department heads, providing executive leadership for the organization.

The City has just over 200 employees with a Fiscal Year 2026-27 all-funds budget of \$300.5 million. The budget sustains the City's core services, including public safety, water, wastewater, and transportation, while also investing in the parks, library, transit, and civic spaces that contribute to a vibrant community. Together, these investments support high-quality services today while strengthening the foundation for Wilsonville's future.

The City Council and Executive Team work collaboratively to establish goals and strategies that build on the City's successes while responding to evolving challenges and community needs. The [2025-2027 Council Goals](#) focus on Financial Health, Public Safety, Parks, and Communication and Engagement, providing a clear framework for organizational priorities and continued progress.



The Wilsonville Community

Wilsonville offers an exceptional combination of community, opportunity, and quality of life. Home to approximately 28,000 residents, the City has the welcoming feel of a close-knit community while offering the amenities, economic vitality, and connectivity of a larger city. Thoughtfully planned neighborhoods, highly regarded schools, an active civic and cultural scene, and abundant parks and trails contribute to a distinctive quality of life. Located along the Willamette River in the northern Willamette Valley, Wilsonville provides easy access to downtown Portland, Mt. Hood, the Willamette Valley wine country, and the Pacific Coast, while more than 290 acres of public parkland across 19 parks offer opportunities for recreation, community gatherings, and connection to nature.



Wilsonville is also a vibrant place to learn, connect, and participate. The West Linn-Wilsonville School District is consistently recognized among Oregon's top-performing school systems, and Oregon Tech's Portland-Metro campus and Clackamas Community College provide local access to higher education and workforce development. The Wilsonville Public Library, farmers markets, summer concerts, Town Center Park, and other community events contribute to an active civic and cultural life.

Beyond its residential appeal, Wilsonville serves as a significant employment and economic center for the South Metro region, with more than 23,000 jobs across diverse industries including high-tech manufacturing, engineering, life sciences, logistics, and corporate operations. Major employers include Siemens EDA, Teledyne FLIR, Sysco Food Distribution, Collins Aerospace, Twist Bioscience, and Precision Countertops. The City of Wilsonville also operates its own bus service, SMART, which provides strong connections to mass transit systems throughout the region, supporting a thriving business community and giving residents convenient access to the broader Portland metropolitan area.



Compensation and Benefits

The salary range for the Assistant City Manager positions is \$141,413 - \$190,875 and will depend on the qualifications of the successful candidates. The City of Wilsonville offers a comprehensive and competitive total compensation package designed to support employee well-being and long-term success. Benefits include medical, dental, and vision coverage; a robust wellness program; vacation and sick leave; life insurance; and an employee assistance program. For a complete breakdown of the City's Benefits Package, please review the [Employee Benefits](#).



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position is open until filled, with the first review of applications beginning **November 2, 2026**.



Questions

For more information or questions regarding the Assistant City Manager positions, please contact Heather Gantz at hgantz@raftelis.com.