



CITY OF DONALD

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www.donaldoregon.gov

About Donald

Welcome to the beautiful and quaint town of Donald, Oregon! The City has a rich history in agriculture, industry, and business, with a proud community tradition. During the period of 1840 to 1860 Donald was first settled by farmers and loggers from the Midwest. By the early 1900's, Donald had grown to a main stop along the Oregon Electric Railway. The City was named after R.L. Donald, who was instrumental in the construction company that built the railway. The railroad is still heavily used by BNSF Railway, which serves the agricultural interests on the west side of the Willamette Valley. Today, the City of Donald retains a quaint, community-oriented atmosphere with local parks, small businesses, and cultural events reflecting its rich agricultural heritage.

The City of Donald is located in Marion County half-way between Salem and Portland and is accessible via Interstate 5 with the nearest exit (Exit 278) just 2 miles northeast. This exit is currently undergoing major reconstruction, expansion, and upgrade, reflecting the anticipated growth and development expected in this part of the Willamette Valley. Willamette Aviation, Oregon's third busiest airport, is located six miles to east. Champoeg State Heritage Park, one of the State of Oregon's most notable landmarks, is just four miles west.

Donald is surrounded by several small towns and communities, including Hubbard (3 miles southeast), Aurora (4 miles southwest), Woodburn (5.2 miles southwest), and Barlow (6.1 miles southeast). Other nearby cities include St. Paul, Wilsonville, Canby, Newberg, McMinnville, and the renowned Yamhill County wine region making it conveniently located to larger urban areas and attractions while maintaining a small-town atmosphere.

The population of the City of Donald is just over 1,000 people as of the 2020 Census.

The Position

The position of City Manager is established in the City Charter. The City Manager is hired by and serves at the pleasure of the Mayor and six-member City Council. The City Manager assists the Mayor and Council in the development of City policies and carries out policies established by ordinances and resolutions 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 Municipal Judge.

The City Manager is responsible for planning and directing the overall operations and functions of the City. The City Manager is responsible for taking the Council's vision and goals, and delegating the assignment of work to all City departments. The City Manager directly supervises all 6.5 FTE and oversees contracted services including police, planning, engineering and legal services.

Examples of Work Performed:

- Plans and directs the overall operations and functions of the City.
- Evaluates and develops operating procedures.
- Provides information and reports to the Mayor and/or City Council regarding municipal operations; implements council-approved policies; recommends changes to City ordinances and policies to meet changing needs and conditions.
- Supervises the preparation of the annual budget and administers the approved budget in a cost-effective manner.
- Reviews and/or approves purchasing requests.
- Implements, interprets and monitors personnel policies and procedures; recruits, interviews and effectively recommends the hiring of new employees; effectively recommends other personnel actions.
- Administers service contracts with other public agencies and private businesses for such things as payroll services, independent audit, building inspection and law enforcement.
- Attends meetings and represents the city in various organizations, and groups; serves on intergovernmental task force.
- Serves as staff advisor to the Planning Commission.
- Participates in goal-setting sessions with the City Council and Planning Commission.
- Records and oversees City Council meetings, including recording proceedings, and maintains the official records of Council and Committee actions and recommendations.
- Prepares draft agenda for City Council meetings and staff reports for Council packets.
- Oversees the indexing and maintenance of official city documents, including contracts, resolutions, ordinances, policies, agreements and other records.
- Handles routine correspondence regarding city policies, procedures, public relations and/or other informational requests.
- Drafts and prepares routine resolutions and ordinances.
- Responds to inquiries and complaints from the public in person and over the phone; notifies appropriate department or individual and follows-up with citizen.
- Acts as the City Elections Officer.
- Performs research and special studies for City Council as requested.

The City is faced with similar pressures on infrastructure, housing and transportation as its neighbors, as a rural community on the edge of larger urbanized areas. The City is seeking a City Manager who understands these dynamics and is excited to help guide the City through the opportunities and challenges as it evolves.

The Ideal Candidate

The ideal candidate is a team player who understands the role of a working City Manager in a small organization with limited resources. They must be a team leader who can hire the right people, develop a team that works effectively together, and implement the Council's policies while ensuring budgets and timelines are met. The successful candidate will have a working knowledge of Oregon's budget laws. They must have a working knowledge of personnel management principles and practices, who can effectively delegate and supervise the work of others while maintaining their own workload. The ideal candidate will be collaborative and effectively engage the business community and others, and foster volunteerism in the community. The City Manager is expected to

exercise the highest degree of tact, patience, ethics, and professional courtesy in communicating with the public, the organization and the City Council. A City Manager who can involve multi-cultural groups in the City is desired and bilingual language skills are a plus.

While the City Charter does not have a residency requirement, the City Council is looking for someone who will become actively involved in the community, and residency would be valued. If not living within the City, it would be desirable for the City Manager to reside approximately 30 minutes from Donald in order to respond to City needs and emergencies in a timely fashion.

Fiscal Year 26-27 Goals and Budget

The City Council has identified the following priorities for FY 2026-2027:

- ❖ Support the Health and Safety of our Community
- ❖ Maintain Secure, Resilient, and Reliable Infrastructure to Support Current and Future Residents, Visitors, and Business Operations
- ❖ Improve Accessibility through Transportation Facility Planning and Construction
- ❖ Promote a Thriving, Sustainable, Business-Friendly Local Economy
- ❖ Protect a Clean, Healthy, and Sustainable Environment
- ❖ Create Community that is Welcoming and Friendly through Inclusive Strategies

The City's total budget for FY 2026-2027 is \$4.871 million. The budget reflects sound investments, data-driven estimations, and equitable service delivery. It prioritizes efficiency while supporting the high quality of life enjoyed by the Donald community. The budget aligns with the City's 2026-2027 goals.

The projected budget for the General Fund in 2026-2027 is \$1.055 million which supports the departments of Administration, Planning/Building, Public Safety, Parks, and Community Development. The remaining budget supports the Public Works Department including Streets, Stormwater, Water, Sewer, and System Development Charges.

More information about the City's budget can be found on the City's website at:
<https://www.donaldoregon.gov>.

Education and Qualifications

The successful candidate will have a bachelor's degree from an accredited college or university in public administration, business administration, political science, public policy, planning or a related field; or any combination of practical experience and education will be considered if the candidate is able to demonstrate they can satisfactorily perform the job functions. A master's degree is a plus.

The position requires 3 to 5 years of local government management experience with increasing responsibilities and experiences, ideally in positions such as City Manager/Administrator, Assistant City Manager, Finance Director, Community Development Director, other department head, or equivalent. Experience with public utilities, planning, streets, parks, or facilities experience is ideal. Oregon local government experience is preferred.

The City welcomes applications from veterans. Any veteran meeting the minimum requirements of the job will be welcome in the first round of interviews.

Compensation and Benefits

The compensation for this position ranges from \$105,000 to \$120,000. The City also provides generous benefits including medical, dental and vision insurance, a 401(a)-retirement plan paid by the City, Life, AD&D and LTD insurance, Health Reimbursement Account, and Paid Leave (vacation, sick, holiday time.) Additionally, the City budgets for professional development activities including membership in the Oregon City/County Management Association (OCCMA) and the International City/County Management Association (ICMA).

Work Hours and Conditions

The hours that City Hall is open to the public are Monday through Thursday from 8:00 am to 4:00 pm and Friday 8:00 am - 12:00 pm. In general, it is expected that all staff work will be performed in the office; rather than remotely or in a hybrid fashion.

How to Apply

To be considered, please submit the following materials to estein@mwvcog.org no later than August 9, 2026:

- A completed City of Donald employment application.
- A concise cover letter summarizing your interest, relevant background, and qualifications for the position, in PDF or Word format.
- A resume, in PDF or Word format.
- A Veteran's Preference Form (if applicable)
- Any other material that would show your interest, credentials, or qualifications for the position (limited to 3 pages.)

Selection Process

Applications will be accepted through August 9, 2026. The Council is expected to identify candidates to interview on August 17th and the first round of interviews are tentatively set for August 24th and 25th. Interviews will be held in person.

Questions

Questions about the position may be directed to Eileen Stein, Associate Project Manager, Mid-Willamette Valley Council of Governments, estein@mwvcog.org, 541-598-4786.