

Jobs, Recruitment Services, RFPs and RFQs

Recruitment Services

Chief Administrative Officer Recruitment Services

Hiring a City Administrator/Manager is one of the most important responsibilities a City Council has. They function as the critical link between the Council and staff. The Administrator/Manager/Director assures that council policy becomes reality in day-to-day services and that those services are delivered effectively. The optimal relationship between the Manager and the Council, employees, and the community is different for each city, and it is important that the process used to select the City Manager accurately reflect a Community's values, culture, and current needs.

The Mid-Willamette Valley Council of Governments (COG) assists its Member Organizations in developing a thorough, well-defined process to select the best candidate possible to be your next City Manager.

The COG uses a Hybrid Method (from the International City County Management Organization) and works with the Council/Directors and staff to conduct the recruitment themselves and provides support for this by working with the governing body to facilitate the discussion, develop the Manager profile, and determine the structure of the recruitment process; as well as helping to review résumés, conduct reference checks, and structure the interview process. While the COG will recommend best practices, the control and outcome determination of same is the City Council's.

The Rate Structures for Recruitments are based upon population of the Jurisdiction.

Please reach out to COG Executive Director [Scott Dadson](#) at 503-540-1601 for further information and discussion.

Current Job/RFP/RFQ Listings

City of Aumsville Office Assistant



The Office Assistant position provides support to the City Administrator and City Staff, acting as a point of contact for customers, and performing a variety of clerical administrative duties. The position reports directly to the City Administrator and performs a wide variety of duties including data processing,

accounting, and records management as directed by the administrator. Please go to [Office Assistant | City of Aumsville Oregon](#) for a complete job description and summary of duties.

City of Dayton Finance Manager



Dayton, Oregon - Population 2,678

The Finance Manager, reporting to the City Manager, oversees the financial and accounting functions of the city, including managing funds collection, custody, and disbursement, grant management, conducting audits, and assisting with budget preparation. The Finance Manager ensures accurate and efficient accounting operations, maintains internal control processes, and ensures compliance with relevant regulations. The position offers a possibility of hybrid work, requiring at least two days per week in-office, with compensation ranging from \$56,534 to \$80,558 annually based on qualifications.

A complete job description , including veteran's preference is listed [here](#) .

Send cover letter, resume and references to: Rocio Vargas, City Recorder, [rvargas \[at\] daytonoregon.gov](mailto:rvargas@daytonoregon.gov).

Open Until Filled

Job type: Full Time

\$27.18/hour to \$38.73/hour DOE, plus excellent benefits

Equal Opportunity Employer

Approved Contractor RFP



Request for Proposals (RFP) to be included in a pre-approved list of contractors for Marion County CDBG Homeowner Rehabilitation Loan Program

The Mid-Willamette Valley Council of Governments is seeking qualified contractors to submit proposals for the rehabilitation of residential buildings as part of the Marion County CDBG Homeowner Rehabilitation Loan Program. The purpose of this Request for Proposals (RFP) is to solicit competitive and comprehensive proposals from interested contractors with experience in residential construction. RFP document may be found [here](#).

Please contact John Schmidt, [jschmidt \[at\] mwvcog.org](mailto:jschmidt@mwvcog.org) or 503-540-1640 for more information.

Regional and Statewide Job Listings

The MWVCOG often lists open job positions beyond our local area, [the listing is available here](#).

Supporting Documents

CDBG Contractor Request for Proposals 156.14 KB