



City Hall, PO Box 708, Garibaldi, OR 97118
Office: (503) 322-3327 | Fax: (503) 322-3737
City Email: city@garibaldi.gov

GARIBALDI SPECIAL CITY COUNCIL MEETING

Via Zoom	https://us02web.zoom.us/j/82144759679	Meeting ID:	821 4475 9679
Via Phone	253-215-8782	Password:	468783

MONDAY SEPTEMBER 28, 2026, 4:00PM

A. CONVENING OF MEETING

B. OLD BUSINESS

1. None

C. NEW BUSINESS

1. Consideration of City Manager Recruitment Materials

D. ADJOURNMENT



c a r e e r o p p o r t u n i t y

CITY MANAGER

CITY OF GARIBALDI, OREGON \$****-\$**** DOE/DOQ

THE CITY OF GARIBALDI IS SEEKING ITS NEXT CITY MANAGER who possesses a distinguished track record as an leader or department head in a municipal organization. This candidate will be well-versed in municipal budgeting, grants, and finance, ideally complemented by a robust background in infrastructure, community engagement, human resources, and economic development. Proficiency in facilitating public meetings and collaborating effectively with elected bodies to provide options, guidance, and aid in envisioning and strategizing for the future is a must! This City Manager shall embody resilience, excellent communication skills, political acumen, and strategic leadership abilities, all while maintaining a humble and empathetic approach. Ready to lead and make a real impact? Embrace the opportunity to shape and help Garibaldi's future as a City Manager. Apply now to bring your strategic vision and leadership skills to this community.

the COMMUNITY

THE CITY OF GARIBALDI, nestled along the beautiful Oregon coast, offers a vibrant community and a host of attractions that captivate both residents and visitors alike. Known for its rich fishing heritage, Garibaldi boasts a charming waterfront that serves as a hub of activity. Strolling along the marina, you will be captivated by the fishing industry in full swing. One can witness boats unloading their catch or even embark on a memorable fishing excursion. Nature enthusiasts are drawn to Garibaldi's scenic beauty, with its historic landmarks, beautiful forests, and breathtaking views of Tillamook Bay. The nearby Tillamook County Pioneer Museum offers a glimpse into the region's history, while the Oregon Coast Scenic Railroad provides a nostalgic journey through the stunning coastal landscape. With its blend of natural splendor, community spirit, and captivating attractions, Garibaldi welcomes all to experience the unique charm of this coastal gem.



the CITY

THE CITY OF GARIBALDI operates with an annual budget of \$3 million and has 6 staff members. The City's departments include Fire, Public Works, Community Development, Finance, and Administration. Garibaldi's mission is to foster a strong and important community, committed to preserving its unique heritage while embracing sustainable growth and progress, valuing integrity, collaboration, and service to its residents and visitors. The City provides exceptional public services, promoting economic development, and enhances the quality of life for all who call Garibaldi home. Their commitment to a thriving community and the values they hold dear make Garibaldi an attractive and rewarding place to work and contribute to the betterment of the city and its residents.



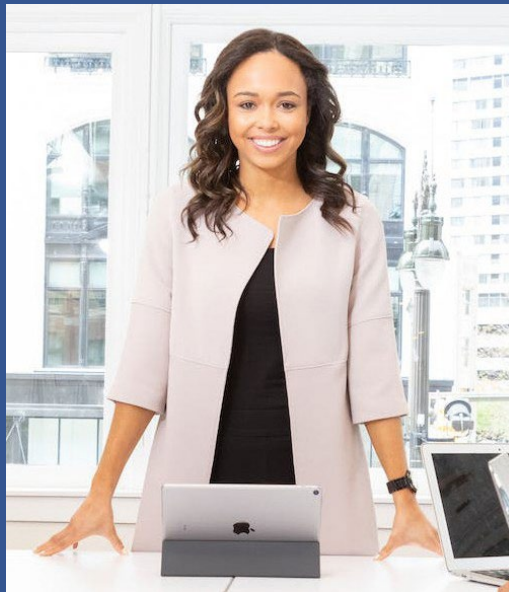
the JOB

THE CITY MANAGER IS APPOINTED BY, and reports to, the elected five-member City Council and serves as the focal point of general administration and oversight for various City departments. This candidate is to play a crucial role in not only overseeing the City's budget but also utilizing their extensive fiscal knowledge in crafting well-balanced budgets and identifying opportunities to boost revenue. In addition, they should demonstrate exceptional collaboration skills by effectively coordinating with contracted services, external agencies, businesses, nonprofits, school districts, the county, and other jurisdictions. The City Manager will ensure cross-departmental collaboration and organizational efficiency, playing a key role in community and economic development, and strive to accomplish Council's goals and objectives while demonstrating political acumen and emotional intelligence.



the **IDEAL CANDIDATE**

THE IDEAL CANDIDATE SHOULD POSSESS a strong understanding of catering to the unique needs of small cities, while also demonstrating a forward-thinking mindset. Primarily focusing on identifying and capitalizing on shared partnership opportunities to bolster City projects and initiatives. They should bring a proven track record of collaborating effectively with developers, businesses, and implementing successful economic development strategies. The successful candidate will place great importance on fostering strong community and employee engagement, further cultivating a strong culture where individuals are passionate about their work. They will embody a dynamic, high-energy leadership style, with a positive attitude and genuine enthusiasm for embracing this role!



The Ideal Candidate will also:

- ✚ Operate within a solid ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- ✚ Find new and creative revenue opportunities for the City.
- ✚ Be a forward-thinking, visionary leader.
- ✚ Proactively deliver creative solutions and measurable outcomes.
- ✚ Inspire a transparent, inclusive, and empowering culture.
- ✚ Lead with confidence and composure, excelling even in high-pressure situations.
- ✚ Foster teamwork and collaboration.
- ✚ Be an assertive and influential leader.
- ✚ Be a clear and concise communicator, while also excelling as an impactful presenter and persuasive public speaker.
- ✚ Demonstrate the ability to address complex issues adeptly in a public setting.

MINIMUM QUALIFICATIONS

- ✎ Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements,
- ✎ Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.
- ✎ Bachelor's or Master's degree in public/business administration, economics, political science, planning, or a related field.

DESIRABLE

- ✎ Seven years of progressively responsible experience in the planning, organization, coordination, grant management, and administration of a variety of municipal, non-profit, or corporate activities; three years of which are at the senior-executive level.
- ✎ Candidates with a strong background in Public Works.



UPCOMING PROJECTS, CHALLENGES & OPPORTUNITIES

- ✎ New creative forms of funding
- ✎ Water Facilities Master plan
- ✎ Stormwater Master Plan

SALARY & BENEFITS

The annual salary range is \$****-\$****, plus a generous benefits package that includes:

**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)



HOWto APPLY

For first consideration apply by
, 2026 by 3:30 PM by completing an
application and attaching your cover letter
and resume at:

<https://garibaldi.gov/employment/>

**GARIBALDI EMPLOYMENT
OPPORTUNITIES**

Please contact Becca Harth, with any questions:
becca.harth@garibaldi.gov | 503.322.3327





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Garibaldi City Manager
Annual salary of \$**** - \$****
Depending on experience and qualifications

The City of Garibaldi, Oregon is seeking its next City Manager who possesses a track record as a leader or department head in a municipal organization and is a forward-thinking visionary leader. The City Manager is appointed by and reports to the City Council.

The City offers a generous benefits package that includes; PERS retirement, 87.5% medical, dental and vision insurance, VEBA Health reimbursement (\$265/month), paid vacation and sick leave, 12 paid holidays, and 2 paid personal days.

Applications are due ***** by 3:30 pm to becca.harth@garibaldi.gov. Questions about the position can be directed to Becca Harth at 503-322-3327 or at becca.harth@garibaldi.gov

To get an application and more information about the job, go to <https://garibaldi.gov/employment/>

City Manager
City of Garibaldi, Garibaldi Oregon
ANNUAL SALARY: \$**- \$**** DOE/DOQ**

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UPCOMING PROJECTS, CHALLENGES and OPPORTUNITIES

- Stormwater Master Plan
- New creative forms of funding
- Waste Facilities Master plan

Minimum Qualifications

- Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements,
- Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.
- Bachelor's or Master's degree in public/ business administration, economics, political science, planning, or a related field.

DESIRED:

- Seven years of progressively responsible experience in the planning, organization, coordination, grant management, and administration of a variety of municipal, non-profit, or corporate activities; three years of which are at the senior-executive level.
- Candidates with a strong background in Public Works.

SALARY AND BENEFITS

The annual salary range is \$135,000 - \$151,944 plus a generous benefits package that includes:

- 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)

HOW TO APPLY

For first consideration, obtain an application at <https://garibaldi.gov/employment/>

Email your cover letter and resume and application to becca.harth@garibaldi.gov by 2026 by 3:30 pm

TITLE: City Manager

EMPLOYMENT STATUS: Management; full-time at 40 hours per week, at-will, exempt, non-represented, serves at the pleasure of the Garibaldi City Council and Mayor, and subject to City's Personnel Policies.

PRIMARY JOB FUNCTIONS: Serves as Garibaldi's chief administrative officer and serves as Recorder, Treasurer, Budget Officer, and Planning Secretary. Specific description of duties of these officers are also described in the City of Garibaldi Charter, including but not limited to Chapter V, Section 23 (City Recorder) and Section 24 (City Manager), and Garibaldi Municipal Code Chapters 2.10 and 2.15, and Section 2.20.050.

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

- Be the main point of contact with City Council.
- Furnish all reports requested by City Council.
- Meet with the City Council at monthly council and special meetings.
- Provide information and reports covering various aspects of the City's operations.
- Advise Council members in their deliberations on policy and/or legislative matters.
- 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.
- Enforce all ordinances including the provision of all franchises, leases, contracts, permits and privileges granted by or running to the City.
- Present budget documents to City Council for review and approval.
- 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.
- Make and keep an inventory of all personal and real property owned by the City and

advise City Council of the purchase of new machinery, equipment, or supplies, which can be obtained under the terms and conditions which are most advantageous to the City.

- Provide a monthly statement to the Council showing the receipts, disbursements, and status of each Fund at the close of business as of the end of each month.

Budget and Finance

- Prepare the budget, along with recommended budgetary fund changes, and present to the Garibaldi Budget Committee and City Council.
- Serve as Garibaldi Treasurer and custodian of all the funds of the City.
- Provide supporting documentation to justify expenses, warrant taxes, and fees to be collected by the City for the purposes of City operations.
- Distribute to the Council on a monthly basis appropriate reports showing the city's financial status.
- Ensure compliance by department heads with Garibaldi purchasing policies as established by ordinance. Ensure all purchases are authorized and comply with budget authority.
- Supervise the expenditures of all departments of the city including the signing of all purchase orders.
- Verify City's compliance with State of Oregon and federal laws pertaining to employment practices and applicable collective bargaining agreements.
- Collect all sums of money due the City.
- Act as business agent of the Council.
- Co-sign all checks and financial documents authorizing disbursement of funds.
- Responsible to account for all City funds and provide an annual audit of the City's financial records by an independent auditor to be approved by the City Council.

Control of Records

- Serve as Recorder of the City of Garibaldi in any capacity as required by the Charter or any ordinance of the City.
- Serve as custodian of official records and public documents; perform certification and recording for the City as required on legal documents and other records requiring such certifications; seal and attest by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring city certification.
- Responsible for filing all city records, file ordinances, and resolutions of the council and perform the codification of ordinances into the municipal code.
- Prepare meeting agenda, materials, and records.

Other Specific Functions

- Serve as City Elections Officer.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- 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.
- Perform any other duties as required by the City Council.

MINIMUM QUALIFICATIONS

Education and Experience:

At least three years' experience in municipal budgeting and finance, labor relations and writing and administering state and federal grants; a minimum of a bachelor's degree in Public Administration or related field with three years' municipal government administrative experience. The City Council may in its discretion consider equivalent training and/or experience for these qualifications. Candidate must meet all requirements to be bonded at a minimum of \$50,000, possess a valid driver's license, and must be able to pass a background check.

Knowledge, Skills and Abilities:

This position requires any combination of knowledge, skills and abilities necessary to perform the duties and functions of the City Manager as described in this job description. Additionally, must have the ability to plan, schedule, assign, and direct the work of others. Written communication and outreach skills are very important so the skill and ability to communicate effectively, orally and in writing is necessary. Comprehensive skill and ability with computers, including knowledge of computer applications and operating systems and other programs used by the City for municipal finance and administration. Knowledge of Generally Accepted Accounting Principles and payroll practices in the State of Oregon.

This position requires knowledge of office practices and procedures. Must have skill and 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. Must have skill and ability to maintain composure and good judgment in high stress situations. Candidate must meet all requirements to be bonded at a minimum of \$50,000, possess a valid driver's license, and must be able to pass a background check.

Supervision Exercised:

Supervises, directs, and controls all municipal department heads and employees of the City in the exercise of their duties and of the work of all city departments other than the office of City Attorney. Responsible for delegating duties as appropriate to various positions.

Performance Review and Evaluation

Six-month trial evaluation period and annual reviews.

Demands And Work Environment:

Work is performed in an office environment and is generally sedentary. Some positions may require kneeling, light lifting and carrying, pulling, pushing, reaching, walking, or extended periods of standing or sitting. Work may be performed in a setting with frequent distractions and interruptions.

Compensation:

Salary position is paid monthly and is negotiable depending on qualifications and experience. Other wages and benefits include Oregon PERS and health insurance as provided to all other non-represented employees, with the same contributions to premiums, unless otherwise specified by the employment contract.

Non-Discrimination Policy

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.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date