

RESOLUTION NO. 3226

A RESOLUTION ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE EMPLOYMENT OF A PUBLIC OFFICER.

WHEREAS, the Council is undertaking a selection process to identify and appoint a new City Manager; and

WHEREAS, the Council has contracted with an executive search firm, GMP Consultants, to compile information received from the public and create a position profile reflecting public input, and listing Council hiring standards, criteria, and policy directives employed to identify a new City Manager, a copy of which, marked Exhibit A, is attached hereto and incorporated by reference as if fully set forth herein; and

WHEREAS, the Council requested and has received, both prior to and at the public meeting on November 17, 2025, input and comments from the public regarding hiring standards, criteria, and policy directives employed to identify a new City Manager as set forth in Exhibit A; and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Having received input and comments from the public, and being fully advised in the matter, the City Council adopts Exhibit A, which lists the hiring standards, criteria, and policy directives for the employment of the next City Manager.
2. This resolution becomes effective upon adoption.

ADOPTED, by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of November 2025 and filed with the Wilsonville City Recorder this date.

Signed by:



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Shawn O'Neil, Mayor

ATTEST:

DocuSigned by:



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Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil	Yes
Council President Berry	Yes
Councilor Cunningham	Yes
Councilor Scull	Yes
Councilor Shevlin	Yes

EXHIBIT:

A. Position Profile – City Manager Recruitment

CITY MANAGER

WILSONVILLE *Oregon*



Why Apply?



This is an exceptional opportunity to help shape the future of Wilsonville, a city that combines small-town charm with the benefits of big-city services. The City Manager will work alongside dedicated City employees committed to providing outstanding service through collaboration and excellence. This commitment is reflected not only in high citizen satisfaction ratings for a clean and safe community but also in making Wilsonville a great place to live, work, and thrive. Situated on the Willamette River at the southern edge of the Portland metro area, Wilsonville lies halfway between Portland and Salem along I-5, offering convenient access to urban amenities while maintaining a rural Oregon atmosphere.



WELCOME TO WILSONVILLE

Wilsonville is a vibrant and growing community of 27,048 residents, located 17 miles south of Portland. As the gateway between the Portland metropolitan area and Oregon's fertile Willamette Valley, the city offers high-quality amenities on a welcoming small-town scale with easy access to Portland's urban offerings and Oregon's natural wonders.

Wilsonville is conveniently positioned along Interstate 5, midway between the state's largest city, Portland, and the capital, Salem. Due to its prime location and business friendly environment, Wilsonville has its own diverse and growing economy, supported by small businesses as well as regional and international employers such as Sysco, Siemens, and Swire Coca-Cola. An estimated 16,000 people work within the city limits.

Despite steady growth, Wilsonville maintains a strong sense of community with well-planned neighborhoods, a low crime rate, and one of Oregon's best public school systems. Distinctive neighborhoods include Charbonneau, a scenic golf course community, and Villebois, a European-inspired urban village recognized with a national design award. The Frog Pond West neighborhood also gained attention as the site of the 2019 NW Natural Street of Dreams.

Wilsonville also places a high value on parks and open spaces, with 19 public parks, nearly 300 acres of open space, and 19 miles of interconnected trails. The centerpiece of the community, Town Center Park, is a popular 5-acre community gathering space featuring a signature cascading water feature with a zero-depth entry pond and bubbler elements, along with a playground, walking paths, and open lawn areas that host various events throughout the year. The Willamette River runs through the city, offering a scenic backdrop and opportunities for boating, canoeing, kayaking, and fishing. Within a two-hour drive are Oregon's renowned wine country, the Columbia River Gorge, Mt. Hood, and the Pacific Coast.

Wilsonville is home to a growing mix of restaurants, breweries, and gathering places. The city also supports a strong arts and culture scene, with public art installations and annual events like outdoor movies, a concert series, and beer festival. Portland International Airport serves the region and is just 30 miles away.



THE CITY OF WILSONVILLE

The City of Wilsonville serves a population of 27,048 across 7.6 square miles with a total 2025-26 budget of \$228.9 million and a team of 202 FTEs. The City is located in both Clackamas and Washington Counties and within the Portland metropolitan area's urban growth boundary.

As a full-service city, Wilsonville provides a wide range of public services, including public works, library services, parks and recreation, and public transportation. Police protection is provided through a contract with the Clackamas County Sheriff's Office, while fire and emergency services are delivered by Tualatin Valley Fire & Rescue. The City also owns its water and wastewater treatment facilities, which are operated under private sector contracts.

Incorporated in 1968, the City operates under a council-manager form of government, with a Mayor and four Council Members elected at large to four-year terms. The City Council also serves as the Urban Renewal Agency Board. The City Manager is responsible for implementing Council policies and ordinances, managing day-to-day operations, and appointing department heads. The current City Manager is retiring after 14 years of service to Wilsonville.

The City takes pride in maintaining high standards of performance, accountability, and service to its community members, supported by a positive organizational culture that reinforces the City's core values: Customer Service, Collaboration, Commitment, and Competence.

FTEs
202

BUDGET
\$228.9 million

AREA
7.6 square
miles

POPULATION
27,048





View job
description at:
gmp.hr.com

THE CITY MANAGER

The City Manager serves as the chief executive officer of the City and is responsible for its overall administration and operational leadership. The City Manager plays a critical role in shaping the strategic vision of the City and ensuring that all functions align with the goals and priorities established by the City Council. Working with broad authority through a structured management team, the City Manager promotes accountability, innovation, and transparency in municipal operations and fosters collaborative relationships. Direct reports include the Assistant City Manager, Assistant to the City Manager, Government Relations Manager, Communications & Marketing Manager, Finance Director, Community Development Director, and Public Works Director.

THE IDEAL CANDIDATE:

- Value-driven, with the ability to both embody and inspire the City's core values and to continuously pursue improvements in the delivery of municipal services that enhance the quality of life and well-being of all community members.
- An experienced leader who meets difficult, challenging, or divisive situations with respect, integrity, and passion.
- Demonstrates sincere appreciation for and responsiveness to elected officials, community members, and staff. Thoughtful and intentional in all interactions, demonstrating empathy, kindness, and active listening while inspiring collaboration.
- Conveys a long-range vision and consistently seeks, values, and enjoys opportunities for community engagement. Comfortable building relationships, open to community-generated ideas, and committed to bringing people together around common goals. Seeks opportunities to ensure that every member of the community feels valued and included.
- Excellent communication skills and follow-through to resolve issues. Skilled in leading and facilitating policy discussions that support and enable the Council to reach consensus, especially on difficult issues. Able to be candid in providing responses to Council while finding solutions or common ground.
- Experienced in growth and economic development, with a strong understanding of financing tools and opportunities. Comfortable facilitating discussions on the impacts and benefits of growth, and skilled at promoting, managing, and leveraging developments to achieve the goals established by the Council.



OPPORTUNITIES & CHALLENGES

Financial Sustainability

Wilsonville has a strong history of stable funding and fiscal responsibility, with nearly 30 years of awards for budgeting and financial reporting. However, rising costs, state-imposed limitations, unfunded mandates, and broader economic conditions are taking a toll. The City will need to explore cost savings, operational efficiencies, and alternative revenue options to strengthen long-term financial sustainability. Careful consideration of alternatives by the Council, along with support from community members, will be essential to addressing local financial challenges.

Healthy Economy

The City is taking a broad approach to strengthening the community's economic health through the adoption of the Tourism Development Strategy, supporting existing businesses and attracting new investments, and planning for funding to support the Basalt Creek Planning Area and infrastructure improvements in the Coffee Creek Industrial Area. Wilsonville is well positioned for continued success with available land and well-maintained infrastructure. Exploring additional opportunities and funding sources will help ensure long-term economic vitality.

Community Engagement

Wilsonville has a wealth of tools to inform and involve community members. The City Council desires specific engagement efforts around the adopted 2019 Town Center Plan to better understand the community's sentiments of the plan.

Nuisance Crimes

The City receives very high marks for being a clean and safe place to live. As a proactive effort to improve that rating, the City is exploring improvements to the code enforcement process.

Staffing

Thanks to a strong, value-based work environment that makes working for the City rewarding and meaningful, the City has been fortunate to retain long-term employees. To anticipate and manage future staffing transitions, ongoing efforts are needed to maintain organizational knowledge and skills.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration, political science, business administration, urban planning, or a closely related field. (Master's degree is highly desirable.)
- A minimum of 7 years of progressively responsible experience in municipal administration or executive leadership, including significant experience in budgeting, policy development, organizational management, and intergovernmental relations.
- **PREFERRED:** At least 5 years of experience in a senior management role in a comparably sized or larger local government organization.

Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.

COMPENSATION & BENEFITS

The City of Wilsonville offers an annual salary of \$190,000 to \$220,000 for this position, depending on qualifications and experience, along with a comprehensive benefits package.

- Health, Dental, Vision (90/10 cost share)
- \$50,000 Basic Life/ADD Insurance
- PERS, 6% employer contribution
- 401a
- Vacation Leave, 15 hours/month
- Sick Leave, 8 hours/month
- Administrative Leave
- 12 paid Holidays
- \$200/year Wellness reimbursement
- Car & Tech allowance
- Voluntary supplemental insurance options



RESOURCES

[2025-2026 Budget Book](#)

[City Council Goals & Action Plan](#)

[2025 Annual Report](#)

[Comprehensive Plan](#)

[Org Chart](#)

[Wilsonville by the Numbers](#)

[Boones Ferry Messenger](#)

[Wilsonville Chamber of Commerce](#)

[Explore Wilsonville](#)



TO APPLY

Apply Online: gmphr.com

First Review: **December 28, 2025**

More Info: Richard Meyers, GMP Consultants
rmeyers@gmphr.com / (541) 228-6042

