



City of Gold Beach

29592 Ellensburg Avenue • Gold Beach, OR 97444

Administration: 541-247-7029 • Police: 541-247-6671 •

www.goldbeachoregon.gov

Visitor Center: 541-247-7526 • www.visitgoldbeach.com

City Administrator Announcement

The Gold Beach City Council is currently accepting applications for a full-time City Administrator. Current salary: \$85,000-\$120,000 annually DOE plus generous benefit package.

The City of Gold Beach, by charter, is a Council/City Administrator form of government. The City Administrator serves as the administrative head of the city government and is directly responsible to the Mayor and City Council, consisting of a total of six (6) members.

The City Administrator supervises the operation of all City departments: (administration/finance, public works, police, fire (volunteer), and visitor center) to ensure the most effective and efficient use of City finances, personnel, and other resources. The City Administrator serves as the Administrative Services Director, Personnel/HR Director, Finance Officer, Planning Director, & Risk Manager.

- As Administrative Service Director: Department head and direct supervisor of Administration & Finance Department and staff.
- As Personnel/HR Director: Hire, control the work of, and discipline—including discharge, of all City employees.
- As Finance Officer: Contracting authority and purchasing agent, supervise expenditures of all departments, divisions or services of the City. As Budget Officer: Prepare annual budget for presentation to the Council and Budget Committee and perform other statutory budget preparation and adoption duties.
- As Risk Manager: Ensure implementation and monitoring of enterprise risk management functions for property and personnel to minimize and reduce City liabilities.

Full position description and application packet are posted on the City's website: www.goldbeachoregon.gov .

For questions, please email Mayor Tamie Kaufman at: tkaufman@cityofgoldbeach.org or contact her by phone at 541-373-2888.

The city of Gold Beach is the county seat of Curry County, which is Oregon's most southwesterly county. The city is bordered on the north by the state's second largest river, the Rogue River, by Hunter Creek to the south, and the Pacific Ocean to the west. Our current population is: 2,365. The City currently has 22 employees in the following departments: Administration/Finance, Police, Public Works, and Visitor Center. The City has a volunteer fire department with approximately 25 active volunteers.

For general information about Gold Beach please visit our websites:

*City government: www.goldbeachoregon.gov or
our visitor center page: www.visitgoldbeach.com.*

For other demographic info please visit: <https://www.city-data.com/city/Gold-Beach-Oregon.html>

The City of Gold Beach is dedicated to enhancing quality of life, while promoting the health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community.