

Job Posting Summary

Date posted: September 1st, 2026

Pay: \$90,000.00-\$130,000.00 per year DOE

Job description:

Job Title: City Administrator

Location: Union, OR

County: Union

Organization: City of Union

POSITION SUMMARY:

The City of Union, Oregon—*where adventure begins*—is seeking applicants for its next City Administrator/City Recorder. Located just 15 miles southeast of La Grande and surrounded by abundant outdoor recreation opportunities including golf, skiing, fishing, hunting, biking, and backpacking, Union may offer exactly what you're looking for... along with plenty of room to roam.

As the City Administrator/Recorder, you will oversee daily city operations, budgeting, and personnel, while advising on and implementing City Council initiatives. This role requires strong, practical, and dynamic communication skills to effectively engage with staff, manage contracts, address public concerns, and guide ongoing projects.

Union has a population of 2,150. With the support of staff, this position manages multiple departments, including Public Works, Parks, Library, and Administration. For details on current projects and other city information please contact City Hall. We look forward to learning about your interest in the role and exploring how we can build a successful partnership.

QUALIFICATIONS

- Bachelor's degree in business, municipal planning, public administration, or a related field, though candidates with substantial, relevant experience may also be considered.
- Knowledge of government organization, powers, functions, and relationships with other governmental jurisdictions.
- Knowledge of budgeting, planning practices, community development, finance, and personnel management
- Oregon driver's license

PREFERRED EXPERIENCE

- Previous City Administrator experience

EQUAL OPPORTUNITY AND VETERANS' PREFERENCE

The City of Union is an Equal Opportunity Employer and is committed to providing reasonable accommodations for qualified individuals with disabilities throughout the recruitment and employment process. The City of Union complies with Oregon Veterans' Preference Law. Applicants who meet the minimum qualifications and are requesting veterans' preference must submit appropriate documentation with their application.

POSITION DETAILS

SALARY RANGE: \$90,000-\$130,000 DOE, with benefits package worth over \$60,000 annually.

APPLICATION DEADLINE: First application review October 1st, 2026, open until filled. Interested candidates are encouraged to apply early.

RESOURCES

Questions: recruiting@cityofunion.com

How to apply: Please submit an Application, Resume and Cover letter to:

recruiting@cityofunion.com

In your cover letter, please address the following question:

- Tell us how the experience you bring will enhance the City of Union in Growth, Current Projects as well as Planning & Budgeting?

Confidentiality

To the extent permitted by Oregon public records law, application materials will be treated as confidential during the recruitment process. Applicant identities will not be disclosed beyond those directly involved in the evaluation and selection process until finalists are identified.

Applicants should be aware that materials may be subject to public disclosure upon request in accordance with Oregon law.

City of Union, Oregon

342 South Main Street

Union, OR 97883

Phone: (541) 562-5197

Immediate Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Benefits after 6 months:

- Health Savings Account
- Retirement Plan

Work Location: In person