



City of Shady Cove City Administrator Recruitment Schedule

Department: Administration
Location: City Hall, 22451 Hwy 62 Shady Cove, Oregon 97539
Job Title: City Administrator
Reports to: Shady Cove City Council

Salary Range: \$60,000 to \$80,000
Type of Position: Full-time
Hours: 40+ hours per week
FLSA Status: Exempt

Schedule of Steps:

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| City Council approve profile | January 7 |
| Submit advertisements | January 14 |
| Application Deadline | February 19 |
| Screening Applications | Continual |
| Council selects Preliminary Candidates for Interview | February 25 |
| Background checks completed | March 4 |
| Final Selection of Candidates for Interview | March 4 |
| Interviews and Selection | March 18 |
| Employment Agreement Negotiated | March 25 |
| Council Formally approves Agreement | April 1 |
| Successful Candidate begins as City Administrator (target date) | May 1 |