



PUBLIC WORKS DIRECTOR

City of Canby, Oregon

\$129,192 – \$171,600 DOE/DOQ



THE COMMUNITY

The City of Canby (population 19,326) is a charming, connected, and growing community located in the Willamette Valley between Salem and Portland. Framed by scenic natural beauty including the Willamette and Molalla Rivers, the area enjoys a mild climate with warm and dry summers, mild winters, and a long growing season. With a diverse offering of local amenities as well as accessibility to major cities, the Canby community offers a highly sought blend of urban and rural life.

Canby is the second oldest city in Clackamas County and was incorporated in 1893. Early growth in the area was driven by a robust local agricultural industry supported by a variety of crops including grain, livestock, lumber, and nursery stock. With its connection and proximity to the railroad, Willamette River, and Oregon Route 99E, Canby has steadily grown over the last century and today is home to numerous industries. From agriculture and nurseries to a variety of small to mid-sized manufacturing companies, Canby's strong economic base continues to bring new development and opportunities to the area. The City looks to the future while honoring its history and is a designated Oregon Heritage Tradition Community by the Oregon Heritage Commission.

The City is a diverse community home to celebrated local events including the Clackamas County Fair and Rodeo, the Oregon Renaissance Faire, Canby Farmers Market, Canby's Independence Day Celebration, and seasonal flower festivals that are an ode to Canby's nickname: "Oregon's Garden Spot." Excellent educational services are provided by the Canby School District as well as the Technical Education Center. The community fosters a welcoming and active atmosphere for residents and visitors alike, from innovative dining, charming local retail spots, to ample recreational opportunities. To its core, Canby is rich in community and commerce.

THE ORGANIZATION

The City of Canby operates under the Council-Manager form of government with the Mayor and Council exercising legislative and policy-making powers, and the City Administrator directing, coordinating, and administering City staff and activities. The City is organized across 10 departments including Administration, Economic Development, Finance, Human Resources, Library, Planning, Police, Public Works, Swim Center, and Transit. There are 104.4 full-time equivalent City employees and its 2026-27 adopted budget is approximately \$90.4 million.



THE POSITION AND DEPARTMENT

Reporting to the City Administrator, the Public Works Director is expected to oversee the City's infrastructure including streets, street lighting, storm drainage, parks, building maintenance, Zion Memorial Cemetery, and the Wastewater Treatment Plant. The Public Works Director is responsible for oversight of several experienced teams, development and management of budgets, ensuring compliance with state and federal standards, and representing the department at public meetings and intergovernmental collaborations. As a key contributor to the City's management team, the Director also plays a critical role in shaping long-term planning, resource management, and capital improvement strategies for the City.

The Public Works Department is supported by approximately 25 FTE and eligible members are represented by AFSCME union. The department manages approximately 70 miles of roadway and 220 acres of park and open green space. Water and electric utilities are managed by Canby Utility.

Work is expected to be performed in person however alternative work schedule requests may be considered.



- **POPULATION:** 19,326
- **2027 BUDGET:** \$90.4 million

CITY FTE: 104.4

PUBLIC WORKS FTE: 25.5

PUBLIC WORKS DIVISIONS:

- Streets
 - Stormwater Collections
 - Wastewater Treatment Plant
 - Parks
 - Cemetery
 - Facilities Maintenance
-

BENEFITS INCLUDE:

- Medical (90%), Dental, and Vision Insurance, HRA VEBA, Optional FSA
- Participation in PERS and City-covered 12% total contribution
- Workers Compensation, Life, AD&D, L-T Disability Insurance
- Family Medical Leave/Funeral Leave
- Optional Deferred Compensation
- Generous holiday, vacation, and sick leave

GROWING

CLOSE-KNIT & WELCOMING

ECONOMIC STABILITY

HISTORIC CHARACTER

COMMUNITY SPIRIT



THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **An experienced, dedicated, and collaborative public servant** who can bring people together, build a positive workplace culture, and provide clear and consistent direction for the Department. An accessible and supportive leadership style that leads by example and develops high-quality working relationships that inspire trust and confidence among staff, colleagues, elected leaders, and the community is vital. Strong management experience to effectively support and supervise staff managing day-to-day operational needs while balancing available resources and multiple priority initiatives is expected. As a member of the City's leadership team, the Director should foster collaboration within Public Works and across the organization, helping connect Department priorities and expertise with broader City goals. A leadership style that demonstrates integrity, fairness, open communication, and transparency is essential, along with the ability to make timely, well-reasoned decisions, set clear expectations, and follow through on commitments. A commitment to being proactive and forthright in identifying challenges and opportunities while providing the vision and strategic direction needed to advance long-term Department and City priorities is important.
- **Broad knowledge and expertise in public works operations to support continued modernization of operational approaches** while overseeing a high volume of projects related to infrastructure, parks, and capital development. Relevant experience in plan review, contracts, procurement, and specifications with attention to detail, functionality, quality control, efficiency, and regulatory compliance. Demonstrated understanding of regulatory frameworks, permitting, industry standards, environmental stewardship, and best practices, paired with an ability to value and integrate staff knowledge with consultant and/or contractor expertise. An ability to identify and evaluate appropriate process improvements or new technologies to continue enhancement of Department operations and support long-term infrastructure planning. Ability to facilitate effective development review and interdepartmental coordination that upholds City interests while providing excellent customer service is important.

THE IDEAL CANDIDATE (CONT.)

- **Understanding of civil engineering** principles, design, and construction to effectively oversee the delivery of complex public infrastructure and capital improvement projects. Ability to critically evaluate plans and specifications, coordinate across disciplines, and anticipate challenges throughout the project lifecycle. Strong grounding in engineering concepts and well-honed analytical capacity, including project planning, design review, and construction oversight. A pragmatic, solutions-oriented approach that balances technical rigor with real-world constraints and maintains momentum toward timely project delivery is desired.
- **Excellent staff management and team building skills** to maximize the Department's efficiency, effectiveness, and mutual support within available resources. Expertise to support continued improvement in departmental processes, staffing, workforce planning, and scheduling to maximize staff safety, health, and efficiency. A management style that is team-oriented, accessible, supportive and present, with an understanding and appreciation of the day-to-day work performed by Department staff, while maintaining high standards of performance and accountability. Ability to build a cohesive team, foster positive working relationships across Public Works functions, and provide clear direction and support is important. An ability to support ongoing training/professional development to promote department resiliency and provide meaningful opportunities for staff growth and advancement is expected. Experience working with unions is helpful.



- **Strong, strategic short- and long-term planning** to effectively prioritize and prepare identified projects by translating long-range plans into achievable work programs and capital improvements for implementation in alignment with available resources and City goals. An ability to evaluate established and emergent infrastructure and operational needs, establish realistic project sequencing and timelines, and maintain focus on adopted priorities while responding appropriately to emerging needs is important. Experience coordinating multiple projects and initiatives across internal staff, consultants, contractors, partner agencies, and other City departments to maintain momentum and support effective implementation is desired. A forward-looking perspective to anticipate the infrastructure and service needs of a growing community while remaining grounded in current organizational capacity is essential.
- **Skills to support effective and proactive financial management**, including budget development, forecasting, and coordination of state and federal grant funding in collaboration with the City team. An ability to work collaboratively with the Finance Director to understand available resources, evaluate competing needs, and establish realistic priorities for capital investment is important. Skills to develop or manage as needed new repair and replace plans for important City infrastructure and tools to meet growth needs within available fiscal resources is essential. Experience providing ongoing management and implementation of System Development Charges (SDCs) to ensure appropriate City utility billing processes, finance planning and eligibility for grants. Familiarity with, or willingness to learn, public financing tools to support capital project planning is expected.



THE IDEAL CANDIDATE (CONT.)

- **Experience with procurement and contract management** to attain and supplement specific expertise, training, and/or staff capacity needed to meet Department responsibilities. Management experience and public works knowledge to facilitate effective scoping, financial evaluation, procurement, contracting, and project delivery management. Knowledge of public procurement processes, including RFPs, bidding, and consultant and contractor selection, with the ability to navigate requirements efficiently while maintaining appropriate accountability and compliance is important. Ability to provide clear guidance, accountability, and oversight through regular communication and engagement to support timely and effective project delivery is important.
- **A commitment to maintain and enhance inter-agency working relationships**, including building effective partnerships that support infrastructure planning, capital projects, development, and the City's long-term growth. A commitment to facilitate effective working relationships with significant local and regional partners in governmental, private, and non-profit sectors is also important. An ability to foster cooperative partnerships, navigate regulatory processes, and cogently represent the City's interests is essential. Skills to work effectively with Oregon Department of Transportation, Clackamas County, neighboring jurisdictions, and other regional and State entities to promote innovation, collaboration, and streamlined project delivery.
- **Accessible, consistent, and respectful communication style** to effectively represent complex information orally and in writing to elected officials, staff, regional partners, businesses, developers, community groups, and residents. An ability to convey technical, financial, and regulatory issues in an accessible manner to a wide range of audiences with a collaborative customer service-oriented mindset is essential. Strong presentation skills and the ability to clearly explain the context and rationale behind Department needs, projects, and recommendations while providing elected officials with objective and thorough information is important. A communications style that facilitates bridging gaps between professional expertise and community expectations, promoting transparency, and ensuring that important Department priorities are widely understood is vital. An ability to listen, navigate difficult conversations professionally, and respond constructively to questions and concerns is also expected.
- **A willingness to be visible in the community with an appreciation of Canby**, its small-town character, agricultural roots, and strong sense of community that make residents proud to call it home. A commitment to being open and accessible, with a genuine investment in the people and public life of Canby, is expected. Demonstrated ability to build strong relationships with residents, community groups, and local organizations is important. An appreciation for Canby's traditions and history, with an understanding of the opportunities and challenges that come with continued growth, is desired.



OPPORTUNITIES AND PROJECTS

The next Public Works Director will have the opportunity to lead a skilled and dedicated Public Works team at an important time for both the Department and the City. With an increasingly collaborative City leadership team, recently updated infrastructure plans and System Development Charges, a robust capital improvement program, and significant projects ready to advance, the next Director will be well positioned to build momentum and translate long-range planning into visible results for the community. The Director will have an important role in bringing Public Works functions together, strengthening connections across the organization, and supporting a positive and cohesive Department culture.

As a key member of the City's leadership team, the Public Works Director will help shape Canby's next chapter as the community balances its valued small-town character with continued residential, commercial, and industrial growth. With major infrastructure, transportation, wastewater, parks, and development initiatives ahead, the next Director will have an opportunity to make a lasting impact on Canby's infrastructure and quality of life.

Priorities and notable projects:

- **Advance an ambitious capital improvement program** supported by recently updated infrastructure plans, System Development Charges, and a new five-year CIP. The next Director will have an opportunity to establish priorities, coordinate available resources, and build momentum around the delivery of projects that have been identified as essential to the future of the community.
- **Lead and support significant transportation and infrastructure investments**, including the future improvement of North Pine Street and continued work associated with the Walnut Street extension connecting Canby's industrial area with Highway 99E. These and other transportation projects will require coordination with Clackamas County, ODOT, property owners, developers, and other partners as the City improves connectivity and prepares for continued growth.
- **Continue investing in Canby's highly valued parks system**, including planned improvements to Maple Street Park and the community-driven redesign of downtown Wait Park. The Director will also help evaluate and prioritize future parks and recreation investments as the City considers opportunities ranging from new neighborhood parks to larger community and regional recreation facilities.
- **Oversee continued investment in Canby's wastewater infrastructure**, including disinfection and dewatering improvements, electrical and facility upgrades, and planning for future treatment needs. The Director will also support sewer infrastructure necessary to accommodate new development, including a planned pump station serving growth on the north side of the community.
- **Strengthen the City's long-term approach to infrastructure maintenance and asset management**, including continued evaluation of pavement conditions, street maintenance priorities, and sustainable funding strategies. The Director will also have the opportunity to advance tools and practices such as GIS and asset management that support data-informed decisions, efficient operations, and long-term stewardship of City infrastructure.

EDUCATION/EXPERIENCE

A bachelor's degree in public or business administration or a related field, at least five (5) years of public works experience, including at least two (2) years of supervisory experience as a Public Works Director or Supervisor is required. Three (3) to five (5) years of experience in a municipal Public Works Director or Supervisor or similar management position, and a background in engineering (preferably civil) is preferred. The possession of or willingness to obtain a Collections Operator III certification is expected, and a valid Oregon driver's license with an acceptable driving record is required.

A satisfactory combination of education, experience, and training that demonstrates the required knowledge, skills, and abilities will be considered.



RECRUITMENT PROCESS

Applications Due:

October 8, 2026

Additional evaluation process details will be provided after the application window closes

*City of Canby is an
Equal Opportunity Employer*

For additional details, application materials, and instructions on how to apply, please visit jensenstrategies.com/recruitment/CanbyPWD

Questions may be directed to:

Emily Rehder

Jensen Strategies, LLC

503-477-5615

emily@jensenstrategies.com

