



## **JOB ANNOUNCEMENT**

# **Infrastructure Planning & Asset Management Coordinator**

The City of Stayton is seeking a full-time Infrastructure Planning & Asset Management Coordinator housed in the Public Works Administration department. This position is responsible for the strategic development, coordination, and implementation of asset management, capital improvement, facility maintenance, conservation initiatives, and utility infrastructure planning. This position integrates GIS, hydraulic modeling, inventory management, quality assurance, and regulatory compliance to optimize infrastructure sustainability, efficiency, and resiliency. The role requires collaboration with multiple stakeholders, data-driven decision-making, and public engagement.

The position will report directly to the Public Works Director but will work closely with engineering, operations, and maintenance. There will also be a close liaison with finance.

### **EDUCATION / EXPERIENCE**

#### **Required Qualifications**

- Bachelor's degree in municipal infrastructure planning, engineering, or operations related field and a minimum of 3-5 years of experience in asset management, capital planning, infrastructure maintenance, or conservation planning experience or any equivalent combination of education and experience.
- Strong knowledge of infrastructure management, regulatory compliance, sustainability practices, and financial planning for capital projects.
- Proficiency in GIS mapping, asset management software, hydraulic modeling tools, and data analytics.
- Excellent written and verbal communication skills for reporting and stakeholder engagement.
- Experience with procurement, inventory management, and emergency preparedness planning.
- Ability to manage multiple projects and work collaboratively with interdisciplinary teams.

#### **Preferred Qualifications**

- Professional certification such as AICP, PE, PMP, GISP, CQE, or similar.
- Experience working in municipal government, utilities, or environmental conservation organizations.
- Knowledge of strategies for capital projects and maintenance initiatives.
- Familiarity with sustainability best practices, resilience planning, and risk assessment methodologies.

Salary range is \$85,957 to \$112,154 annually depending on qualifications and experience. The City offers a comprehensive and competitive benefits package including vacation, holidays, sick leave, health insurance choice of Regence or Kaiser (85% City paid; Regence includes City paid HRA VEBA), defined-benefit retirement plan eligibility at six months, life insurance, and long-term disability.

To learn more, go to [www.staytonoregon.gov/page/employment](http://www.staytonoregon.gov/page/employment) where you can download the job description and employment application.

Applications and resumes may be submitted via email to Human Resources at [hr@staytonoregon.gov](mailto:hr@staytonoregon.gov), or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

## **Applications Accepted through July 29, 2025 at 5:00 p.m.**

*The City of Stayton is an Equal Opportunity Employer*