



JOIN OUR TEAM

A great chance to make a difference in public service.



A Camellia Plant in Downtown Newberg

Interested in learning more?

Read on for details about the City of Newberg's employee culture and benefits and the role of human resources in employee well-being.

Northwest HR Solutions is pleased to partner with the City of Newberg to promote their recruitment for a Human Resources Manager! This top-level HR role is an opportunity to make big city impacts in a community with a cozy, small-town atmosphere.

This is an exempt professional position for an energetic, hands-on, working manager who will focus on the day-to-day life cycle of public employees and supervise one Human Resources Generalist. The position reports to the Director of Finance and provides input and guidance to the City Manager.



Newberg City Hall

Human Resources Manager
\$106,318.36 - \$136,096.49
Recruitment through **GovernmentJobs.com**
www.governmentjobs.com/careers/newbergoregon/
Job posting open until May 15, 2026.



One of the dozens of local vineyards located in Newberg.

About Newberg

Incorporated in 1889, Newberg is a welcoming community of just over 26,000 residents that boasts a rich history and is a well-connected hub in the Willamette Valley. Located just 45 minutes from Portland and nestled in Oregon wine country, Newberg offers a diverse mix of commercial, industrial, and service sector opportunities for its residents and businesses. Additionally, Newberg is home to local assets such as the Willamette River, Chehalem Cultural Center, George Fox University, and Providence Hospital, which lets the city embrace its motto of being **“A Great Place to Grow.”**

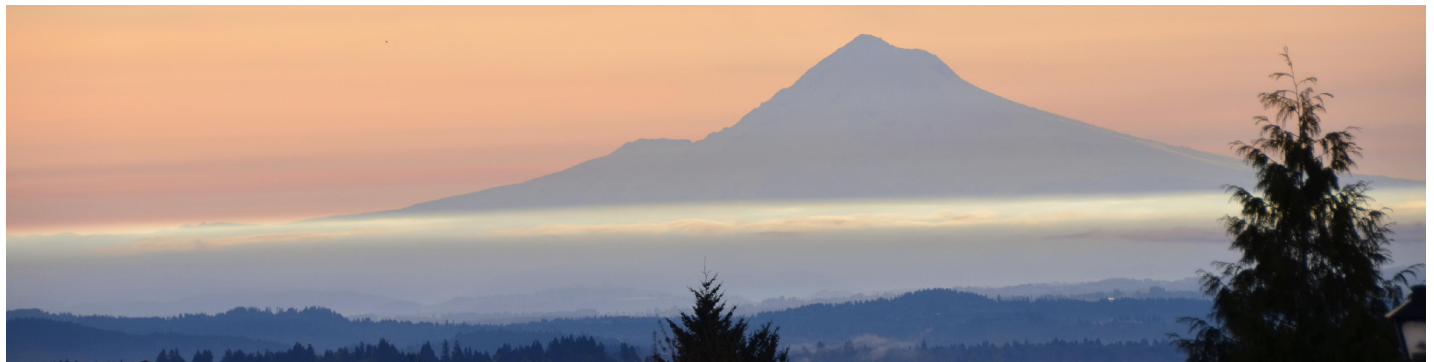
What’s on the horizon for Human Resources?

The city is almost fully staffed in a paperless environment that authentically promotes a positive, inclusive work environment for hard-working professionals. The Human Resources Manager will lead the way in customer service, drive revisions to the 2024 Employee Handbook, engage and steer the completion of a class and compensation study in 2026 and organize and participate in bargaining for both of the City’s unions in 2027.

All this, while maintaining the routine activities surrounding city employees such as recruitment, selection, performance, retention, benefits and career development.

Check out our website:

<https://bit.ly/newberghr>

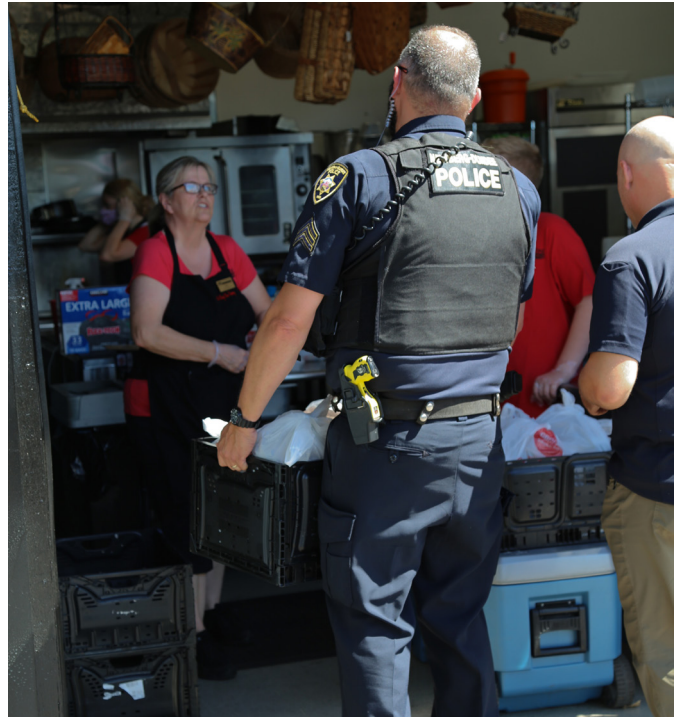


A view of Mt. Hood from the Newberg Area

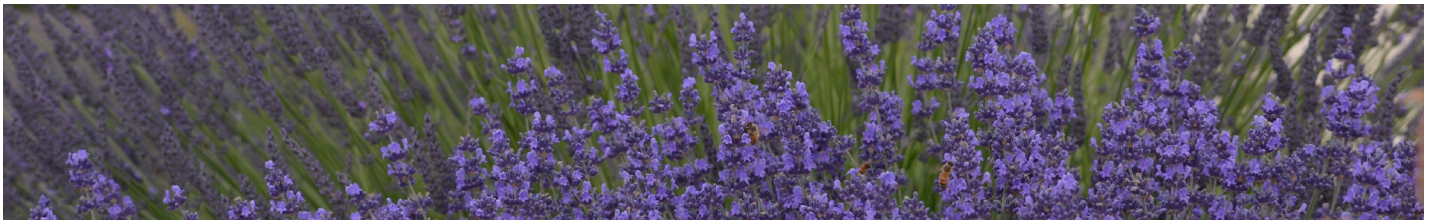
The Ideal Candidate

The city believes that employees should have easy access to interact with Human Resources every day. The ideal candidate is a servant leader willing to personally perform routine work. To provide optimal customer service they will want to work on site, not remotely, so that they can answer questions, mentor staff, nurture employee engagement and provide training. This is an ideal position for an HR professional who has knowledge and skills in collective bargaining, employee relations, benefits and communications, preferably but not necessarily in a municipal setting. The full job description is here:

<https://bit.ly/newbergcityjobs>



NDPD officers helping deliver free meals to seniors.



A lavender plant at the Chehalem Cultural Center.

Education and Experience

Minimum Qualifications

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Resources, or a closely related field.
- Five (5) years or more of progressively responsible Human Resources administration experience in a mid-sized public or private organization, including significant HR generalist exposure.
- Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the position that may be considered.
- Two (2) years of supervisory experience.

Preferred Qualifications

- Professional HR certifications such as SHRM-CP/SCP, PHR/SPHR, and/or CLRP.
- Experience with labor relations, including collective bargaining and interpretation/implementation of collective bargaining agreements (CBAs).
- HRIS experience and demonstrated experience administering employee benefit programs.

Special Requirements

- Ability to pass a background check and be CJIS certified.
- On site, in-person position - Not eligible for remote work.

Our Ethics and Values

Here at the City of Newberg, we strive to do the best for our community and residents. We expect all of our employees to inhabit the values we collectively chose to represent the way we work.

STRIVE represents six values that we use to determine our actions, priorities, and how we work each day. Those values are:



SERVICE
TEAMWORK
RESPONSIBILITY
INTEGRITY
VALUE
EQUITY

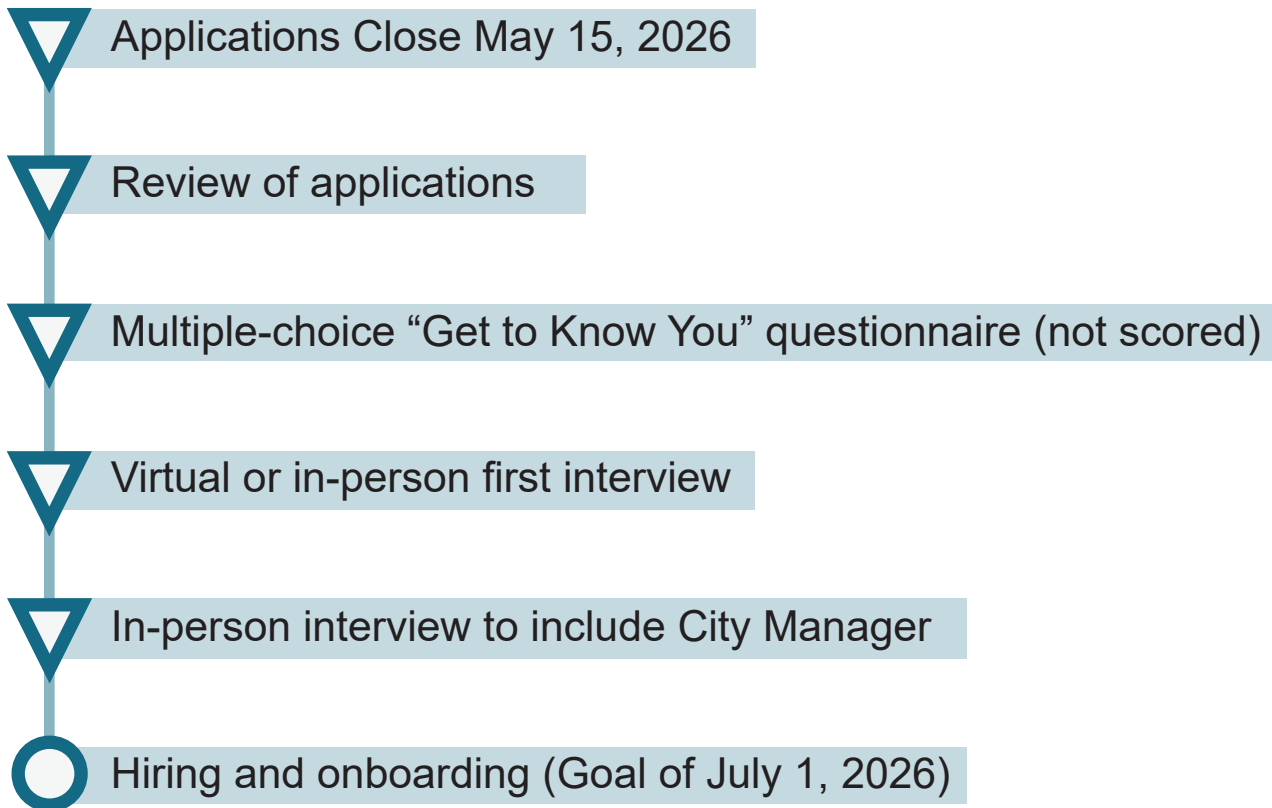
Benefits

- **\$0 Health Insurance** - Medical, Dental, and Vision for the *whole family with no employee contribution*.
- **A generous time off package including approximately 22 days of general paid leave per year plus paid sick leave, in addition to 12 paid holidays.** General paid leave is made up of 80 hours of administrative leave (calendar pro rated), vacation accrued at 8 hours per month (96 hours annually), and one floating holiday for added flexibility. Sick leave is accrued separately at 8 hours per month (96 hours annually).
- **Annual step increase** on January 1
- **Cost of Living adjustment (COLA) on July 1** (per budget approval).
- **Public Employees' Retirement System (PERS) Pickup** - City contributes the 6% employee contribution of your salary toward Oregon PERS.
- **Employer-paid Life Insurance** (1.5 times annual salary), ADD and LTD
- **Wellness program** with monetary incentives.



View of the crowd at summer Tunes on Tuesday event

Recruitment Timeline



View from Chehalem Glenn Golf Course

Do you have the skills to join our team as the new Human Resources Manager?

If the details on the previous pages fit your qualifications and interests, scan the QR code or use the link below to access the job description and application.

Please direct any questions to Alison Seiler
alison.seiler@newbergoregon.gov or
call **503-537-1245**

Reach out to Northwest HR Solutions
503-957-1787 info@nwhrsolutions.com

Apply Now!



bit.ly/newbergcityjobs