



**CITY OF TROUTDALE  
OREGON**

# **CITY MANAGER**

**\$125,000 - \$145,000**

*Plus Excellent Benefits*

*Apply by*

**December 11, 2016**

*(First Review, Open Until Filled)*

***PROTHMAN***



## WHY APPLY?



The City of Troutdale, Oregon, is situated in the beautiful Pacific Northwest on the shores of the Columbia River. The area offers a mix of urban areas, rural farmlands and forests. Troutdale is just 100 miles from

the Pacific Coast, with the Cascade Mountain Range, Mt. Hood and the Mount St. Helens National Volcanic Monument less than two hours east. The area offers an abundance of year round recreational opportunities, including sailing, boating, water and snow skiing, hunting, camping, and hiking.

This is an excellent opportunity for an experienced public sector management professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with the City Council and dedicated staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



## THE COMMUNITY

Located along the I-84 corridor, Troutdale is a thriving and growing community of 16,000 people that sits on the south bank of the Columbia River, 15 miles east of Portland, Oregon. The City is part of Multnomah County, the most populous county in Oregon, and forms part of the Portland metropolitan area.

Known as "The Gateway to the Columbia River Gorge" the city offers residents and visitors year-round recreation, and is widely known for its many tourist attractions including McMenamins Edgefield, a historic downtown, the Columbia Gorge Premium Outlet Mall, and a variety of antique shops.

While Troutdale is largely a bedroom community with the majority of the working population leaving the City during the day, the Troutdale Reynolds Industrial Park (TRIP) contains a general aviation airport, a recently constructed regional sorting center operated by FedEx Ground, the City's largest employer, and has great potential for future redevelopment.

Troutdale's unique location offers unmatched recreation including camping, mountain and road biking, hiking, whitewater kayaking and rafting, golfing, fishing, and world-class skiing, snowboarding, and snowshoeing at nearby Mt. Hood, all with the amenities of a large city nearby.

## THE CITY & DEPARTMENT

Incorporated in 1907, the City of Troutdale operates under a Council-Manager form of government. The Troutdale City Council is comprised of a mayor and six council members who set policy that the City Manager implements. Currently there are four City Council positions up for election, including the Mayor's position. As well, one current Council member is a candidate for the Mayor's position, raising the potential for a fifth seat of Council to be filled after the coming election.

The City provides a full range of municipal services including, street construction and maintenance, water, sanitary and storm sewer, parks, land use, planning and zoning, public improvements, municipal court and administrative services. The City contracts for fire service with the City of Gresham, and with the Multnomah County Sheriff's Office for law enforcement services. In 2006 the City established The Urban Renewal Agency of the City of Troutdale, and adopted an urban renewal plan which comprises approximately 48 acres adjacent to downtown Troutdale strategically located adjacent to a freeway interchange and the scenic Sandy River. The City employs approximately 50 employees under the direction of the City Manager, and has a total 2016/2017 budget of approximately \$40.5 million.

## THE POSITION

Working under the director of the Mayor and City Council, the City Manager serves as the Chief Administrative Officer of the City and directs the activities and operation of all departments, advises and assists the City Council in the conduct of City business, and provides administrative oversight to the operational and policy functions of City government. The City Manager has overall responsibility for the administrative operation of the City, including developing, recommending and implementing policies, program planning, fiscal management, administration and operations of all City functions and services.

### Other responsibilities include:

- Preparing, overseeing and implementing the city budget, as the budget officer, within the guidelines defined by state budget laws, provided however, that the manager may delegate this budget officer authority to the finance director. The city manager shall have authority to freeze or to administratively reduce appropriations within any department as deemed necessary for the proper fiscal management of the city.
- Executing contracts on behalf of the city to purchase goods and services, as the city's purchasing agent, provided the expenditure is consistent with the council adopted budget.
- Overseeing the development, implementation and enforcement of city ordinances, resolutions and policies, developing policy recommendations, community goals and city priorities, making or directing studies that are necessary to the internal operations and efficiency of the city, and representing the city in intergovernmental and public relations.

## CHALLENGES & OPPORTUNITIES

1. The TRIP property (Troutdale Reynolds Industrial Park) is one of the last major industrial sites in the Portland Metro area with significant available property. The partnership with the Port of Portland to guide development is a major opportunity.
2. The Urban Renewal District is directed by the City Council and contains 48 acres of prime commercial real estate. There are access issues which are currently a challenge.

3. Relationships with contract agencies providing services must be nurtured to ensure good performance at a reasonable cost.
4. The Troutdale Airport is one of the major general aviation facilities in the Portland Metro area operated by the Port of Portland which has recently updated its long range airport plan. The new City Manager will have the opportunity to continue to propel the airport into a healthy position.
5. The City owns an old City Hall facility which has languished for several years due to structural deficiencies. Currently parts of the City organization are spread among rental commercial space. A path to a final decision on how to use or repurpose the old City Hall is an opportunity.
6. Revenue challenges in the City are directly related to the health of development. A major challenge is attracting development whose value can spread some of the property tax burden to commercial and industrial users of urban services.
7. Utility Rates are always a political hot button issue but need to be pegged at rates that support adequate replacement of infrastructure.

## IDEAL CANDIDATE

### Education and Experience:

- Bachelor's degree in public administration, business administration, public finance or related field from an accredited college or university. A Master's degree is highly desirable.
- Five years of directly related experience at an administrative, management or staff level in municipal government with at least two years as a manager or supervisor.



- Prior direct experience working with a Council, Board, or Commission is highly desirable.
- Possession of a valid Oregon State driver's license and acceptable driving record, or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

#### Necessary Knowledge, Skills and Abilities:

- Knowledge of modern municipal management methods and procedures, organizations and functions.
- Knowledge of principles and procedures of strategic business planning and reporting.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Maintain and enhance complex relationships both within and outside the organization.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Proven senior leadership and management knowledge and skills, including the ability to build trust with employees and with the Council.
- A successful record of working effectively to create positive collaboration on the Council.
- Able to help the Council work through the visioning process to help set realistic goals for the future.
- Excellent skills working collaboratively on intergovernmental issues and solutions
- A good sense of self-worth, not afraid of conflict, and a very capable communicator with the ability to help guide the policy process and manage conflict in a constructive manner.

- Ability to provide excellent customer service. show value in all employees, and be highly visible within the organization.
- Experience working in a complex development environment to ensure that the process is fair, understandable and produces good results.
- Ability to get projects to the finish line, and a history of visionary leadership that is results oriented and entrepreneurial in nature.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

#### COMPENSATION & BENEFITS

- **\$125,000 - \$145,000 DOQ**
- Medical, Dental, and Vision Insurance
- 15 Days Vacation
- 10 Holidays + 3 Personal Holidays
- Paid Sick Leave
- 80 Hours Annual Paid Administrative Leave
- Oregon PERS
- Life Insurance and AD&D
- Long Term Disability
- Employee Assistance Program
- Longevity Pay After 5 Years



Please visit  
[www.troutdaleoregon.gov](http://www.troutdaleoregon.gov)

The City of Troutdale is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 11, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

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