



**OREGON**

**CITY MANAGER**

**\$100,689 - \$128,580**

*Plus Excellent Benefits*

*Apply by*

**August 11, 2019**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



The City of Wood Village, Oregon is a unique small city situated in the beautiful Pacific Northwest near the shores of the Columbia River, along the I-84 corridor. The City is within the Portland Oregon Urban Growth Boundary and offers a mix of urban,

rural farmlands and forests. Wood Village is 15 miles from Portland International Airport, and just 90 miles from the Pacific Coast. Easterly, Wood Village is at the edge of the Columbia River Gorge, Mt. Hood is an hour away, and the Mount St. Helens National Volcanic Monument less than two hours. 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 join and enhance a safe, livable 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 rewarding career opportunity in an ideal place to live, work and play, this is the right position for you!

## THE COMMUNITY

Wood Village is a small-town, planned community that sprang to life on 50 acres of farmland in 1942 to house aluminum workers during World War II. During the time, 183 homes and 264 temporary apartments were built, complete with single and multi-family housing, streets, stores, a water system, a sewage treatment plant, streetlights and other community enhancements. While the temporary apartments are gone now, the original village is still the heart of Wood Village, with major additions in the Wood Village Town Center and the Commercial/Industrial areas in the community.

Located at the edge of the Columbia River Gorge, near the easterly edge of the Portland Metropolitan Area, Wood Village is known as the base camp for the region, only a 15-minute drive from the Portland International Airport and a 20-minute drive from downtown Portland.



Wood Village is also just an hour from Timberline Lodge on Mt. Hood. Incorporated in 1951, the City has grown to include the residential Upper Village, a large variety of commercial and industrial enterprises, and a diverse community of 3,920 citizens within one square mile. The City of Wood is comprised of a town center with over 360,000 square feet of retail shopping and an abundance of restaurant and lodging options in a friendly, small-town environment. The City's crown jewel is the Donald L. Robertson Community Park which was named in 2001 for a past mayor who served 22 years on the City Council. The Park invites residents and visitors to stroll along natural pathways, explore a wetland interpretive center, enjoy the multiple playgrounds and athletic fields, or begin a bicycle trip from the park to the Springwater Trail, the Columbia Gorge, Mount Hood, the forty mile loop, or a number of other pathways through the region. Residents can also ski, fish, windsurf, enjoy city nightlife, and take a short, 90-mile drive to the beautiful Oregon Coast—all in the same weekend!

The City is located within Reynolds School District. With over 10,000 students, the District serves the historic communities of Fairview, Troutdale, Wood Village, and portions of north Gresham and east Portland. The District enjoys strong community involvement and has 11 elementary schools, three middle schools, one large comprehensive high school and one small high school. Wood Village is also served by Mt. Hood Community College, with many more excellent colleges and universities also serving the metropolitan area.





## THE CITY

Wood Village is a full-service local government, managed under a Council-Manager form of Government. The City is governed by a five-member City Council whose members are elected to four-year terms on a staggered basis. The Council selects one of its members to serve as Mayor for a two-year term. All members serve without compensation.

Wood Village operational responsibilities are divided into Finance, Public Works and Administration. The City operates with 15.5 FTEs on a fiscal year budget of 15.8 million and an operating budget of nearly 4.2 million. The City has a municipal water supply from 4 wells, along with interconnections to the supplies from the three adjacent communities of Troutdale, Fairview and Gresham. The City also provides sewer collection systems, with sewer treatment provided by the Gresham regional treatment plant. Other services provided include storm sewer, street maintenance, street lighting, and building permits. The City maintains contracts with Multnomah County for Police services, Gresham for Fire Services, Portland for Emergency Communications, private providers for legal, planning services and engineering services, and intergovernmental agreements with adjacent communities for recreational services and specialty maintenance.

## THE POSITION

Under the general direction of the City Council, the City Manager is the Chief Executive Officer of the City of Wood Village. The City Manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions.

## Other responsibilities include:

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Prepares and administers the fiscal year city budget for approval by the budget committee and council.
- Represents the city and the city's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote the city's and region's interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; and prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
- Maintains positive public relations with customers and is responsive to customer needs.

## OPPORTUNITIES & CHALLENGES

1. Wood Village is served by a capable staff of key managers as well as competent personnel in key positions. Several pending retirements will create challenges in replacement of key personnel and retaining current performers will be a big issue.
2. Public Safety services including fire, police, emergency communications, and emergency services currently consume 51% of the General Fund operating budget and are growing in expense faster than the combined revenue growth in the municipal finance system. Finding a balance to assure long-term sustainability for the community is a key issue.

3. Wood Village is one square mile, bordered on all sides by other municipalities. The successful candidate will have the ability to work with Urban Renewal and other key tools to manage redevelopment and work within defined constraints to maximize the development potential for the community.

4. The construction of a new municipal building is pending. The site that served as the City Hall location from the founding of the community in 1951 was sold to the private marketplace. During the process of redevelopment, a temporary location has been rented, and work will begin imminently on a new building.

5. Wood Village currently lacks a well-defined community identity. Due to the City's small size and neighboring well-known communities, the new Manager has the opportunity to develop an "Image" or a "Brand" that can help make the community unique and well respected by residents.

6. The City Council members respect one another and the contribution they each make to their community. While difference of opinions on issues exist, councilors clearly know how to move forward together for the benefit of the city and build camaraderie through their volunteer service as a City Council Member.

7. The small staff size of Wood Village is its strength because it uses true Team Based Management. The collaborative, cohesive, fun based culture builds a close network of joint decision makers, where each team member knows they are valued as a person, not just an FTE number.

## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field, and at least seven years of progressively responsible experience in municipal government, including five years of administrative or supervisory responsibility is required. An advanced degree in a related field is preferred.

### Necessary Knowledge, Skills & Abilities:

- A proven track record of success as a City Manager/Administrator or Assistant and/or Department Director ready for their first opportunity to lead a proven team to support a high functioning City Council, and varied background in Government, non-profit and/or private sector leadership.

- Strong candidates will know how and when to have fun in the workplace, use humor to open relationships, ease stress and support a work culture that is about fun while getting high quality work done.
- Leaders who are open to new ideas both large and small, who think strategically, move forward to make that strategy a reality, and can show success and some failures from their actions are highly valued.
- Wood Village is emerging as a leader of small cities in the region. The next City Manager will build on that momentum by being engaged at regional meetings with key issues for the city and keep the city at the table.
- He or she will grasp the complex interplay of overlapping jurisdictions and use that knowledge to enhance the city.
- More than a dozen different service contracts are used to provide Wood Village residents with the services they expect. The new City Manager will have experience managing similar contracts for the benefit of their previous communities.
- In Wood Village, things are accomplished by working with the team, the Council Team, the staff Team, and the team of partners in the area.
- There is an expectation that the successful candidate will be accessible to the Wood Village community. He or she will be expected to take part of the city's seven annual events.
- Candidates must have strong people skills, the ability to help people understand, and to have and display empathy, being comfortable with the Northwest culture embodied in Wood Village. The ideal candidate will be excited to support the family centered community, which has a bright future.



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

- **\$100,689 - \$128,580 DOQ**
- Medical & Dental Insurance
- Life Insurance
- Long-Term Disability
- Oregon PERS
- 457 Deferred Compensation Plan
- Dependent and Voluntary Additional Life Insurance
- 11 Paid Holidays
- Sick Leave
- Generous Vacation



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

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The City of Wood Village is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 11, 2019** (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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