



**OREGON**

# **AUTHORITY MANAGER**

## **\$85,000 - \$125,000**

*Plus Excellent Benefits*

*Apply by*

**October 27, 2019**

*(First Review, Open Until Filled)*

***PROTHMAN***



**WHY APPLY?**



Located in Pacific City along the Oregon Coast in south Tillamook County, the Pacific City Joint Water-Sanitary Authority (PCJWSA) sits between Tillamook and Lincoln City on the south end of the

beautiful "Three Capes Scenic Drive". As "The Home of the Dory Fleet," Pacific City has a rich history dating back over 100 years. The area's stunning natural scenery and outdoor recreational opportunities also make the area a unique and beautiful tourist destination. Less than a two-hour drive from Portland and only an hour from Salem, residents and visitors enjoy the perks of small-town life with major urban cities nearby.

This is an excellent opportunity for a talented public or private sector utility professional to apply his or her skills, knowledge base, and innovative abilities to serve and make a difference in a historic and close-knit community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this may be the right position for you!



**THE COMMUNITY**

Situated on the Oregon Coast where the Big Nestucca and Little Nestucca rivers meet the Pacific Ocean, Pacific City has a permanent population of roughly 1,250, with summer seasonal peaks reaching up to 7,500. The region is home to Oregon's tallest Haystack Rock at Cape Kiwanda and offers many other incredible sight-seeing opportunities.

Residents and visitors enjoy endless outdoor recreation opportunities including exploring a number of state and county parks, as well as miles of BLM and US Forest Service lands. Options abound for hiking, hunting, cycling, surfing, fishing, boating, birdwatching, kayaking, horseback riding and many other activities on the rivers or in the forests. The Three Capes Scenic Drive also begins in Pacific City and is one of the most popular and spectacular stretches of scenery on the entire West Coast.

Pacific City has several restaurants from which to choose including, Asian, authentic Mexican, a bakery, family dining, dory boat caught fish and chips, coffee shops and an award-winning brewery located at Cape Kiwanda. Pacific City also boasts its own hometown vintner, galleries, gift stores, grocery store, paddle board rentals and a branch of the Oregon Coast Bank.

A short drive to the south is Lincoln City, home to a Nationwide Outlet Mall and the Chinook Winds Casino which features various gaming opportunities, live entertainment and multiple fine dining options. A short drive to the north is Tillamook, home to the Tillamook Creamery, known for some of the world's best ice cream as well as cheese, and the Blue Heron French Cheese Company. Numerous family dairies dot the landscape and the Tillamook County Fair is widely regarded as one of the best in Oregon.

Pacific City and nearby Cloverdale boast numerous festivals each year, including fireworks on the 4<sup>th</sup> of July in Pacific City, the Cape Kiwanda Longboard Classic which welcomes over 175 surfers competing in 20 minutes heats for two consecutive days, and Clover's Day, which honors Cloverdale's rural heritage and the dairy industry. Pacific City, known as the Home of the Dory Fleet, also hosts the Dory Days Festival celebrating the rich history of the dory fleet that launches from the beach at Pacific City. The Dory Days Festival is recognized by the Oregon Heritage Commission as an Oregon Heritage Tradition, and includes a parade, Marine Fair, Fish Fry, and an Artisan Fair in the downtown area.

Pacific City is served by the Nestucca Valley School District and Tillamook Bay Community College; an accredited two-year college. The Nestucca Valley Rural Fire Protection District provides essential emergency services to the area.

**THE ORGANIZATION**

The PCJWSA is a publicly owned water and wastewater special district governed by a five-member Board of Directors of whom two or three sit for re-election every two years. The Authority serves approximately 1,400 homes and businesses in a 2.7 square mile area within the unincorporated community of Pacific City and Woods.

PCJWSA’s system currently produces around 90 million gallons of water each year using six wells and an above ground source. The Authority has a holding capacity of more than one million gallons. There are several elevation variations within the water distribution system, controlled by numerous pumps and pressure reducing valves to equalize pressure and ensure reliable supply. The water and wastewater systems have been upgraded over the past few years, including a major wastewater treatment plant upgrade, which was just recently completed.

PCJWSA operates on a FY 19/20 budget of \$9.1 million with 9 full-time employees, including the Authority Manager, Executive Assistant, Office Assistant, one Operator II, two Operator I’s and three Operators in Training. The District currently utilizes an engineering firm for engineers of record, legal counsel, financial accounting/auditing firm, IT services, and other technical consultants as needed. The District is fortunate to have a Board of Directors who work well together, are experienced, and have a good understanding of the requirements for ensuring a well-run water and wastewater utility.



**THE POSITION**

Under the general direction of the Board of Directors, the Authority Manager is responsible for water and sanitary services provided within the PCJWSA service boundary (roughly equivalent to the Pacific City-Woods Community Growth Boundary), including related financial, administrative, operational, and technical management.

**Responsibilities Include:**

- Develop the annual budget, manage financial records, including archives, and procure goods and services on behalf of the Authority.
- Management of investments, capital expenditures, receivables/payables, payroll, audit functions, and all required forms of insurance.
- Supervision of administrative, clerical, and field personnel, including hiring, training, scheduling, salary administration, and performance review.
- Communication with PCJWSA Board, to include coordination of business meetings, preparation of resolutions and ordinances, and provision of information on daily operations as necessary.
- Communication with the Authority’s engineering, legal and financial advisors, as necessary.
- Preparation and administration of small construction projects for the Authority, to include preparation of bid documents and easements, obtaining easements, bidding of the work, bid award with contractor payments, and general administration of the construction work.
- Assure compliance with public meeting and information access laws.
- Water and Sewer Plant management including maintenance of wastewater effluent quality within N.P.D.E.S. permit standards and meeting drinking water regulations.
- Creation, review, and ongoing redevelopment of Water Master Plan, Sewer Master Plan, and Water Management & Conservation Plan.
- Development and implementation of construction projects.

**OPPORTUNITIES & CHALLENGES**

**Public Relations:** There is a need to do a better job of telling the story of PCJWSA to customers and the community, as the large cost of upgrades to the wastewater treatment plant and other growth-related decisions can be misunderstood. The new Authority Manager will need to be adept at communicating effectively with a multitude of groups and have the ability to build and maintain relationships as needed.

**Regulatory Compliance:** The wastewater treatment plant has had issues staying in compliance with its discharge permit, which led to an 11-million-dollar upgrade. Some members of the public opposed the upgrade as too expensive and unnecessary. However, regulatory and funding agencies required the Authority to plan the upgrade to accommodate growth over the next 20-year period. The Authority Manager is expected to translate compliance issues into understandable information.

**Storage:** While the District currently has one million gallons of storage, additional capacity would be a safeguard in the event of a major fire.

**Redundant Source of Supply:** The District does have redundant sources with six wells and a major surface water source. The surface water source can be interrupted at times in the summer during low flows. Three of the wells are in tidal areas which might be impacted if sea levels rise. The management of water rights and planning for future contingencies is an important need.

**Unseen Infrastructure:** Some of PCJWSA's system is old, which raises the risk of failure. The Authority Manager must have a good asset management approach.

**Resort Perspective:** Pacific City is an attractive resort and recreation destination. The surge in population in the summer and on holidays can see a peak of several thousand people needing access to water and sewer services. The demand curve for the utility can be very dramatic and requires capacity and capabilities beyond what the 1,250 permanent residents would normally require.

**Succession Planning:** The current Authority Manager is retiring after 29 years with the Authority and is well respected by the Board and Authority staff. Some staff within the organization also have over 20 years of service and are approaching retirement. The Authority Manager will plan for the development of employees with the potential to advance into positions that are vacated by retirement and other forms of attrition.

**Master Plan Update:** PCJWSA is currently considering a proposal from its engineering firm to update both the water and wastewater Master Plans. Once approved by the Board of Directors, the process is expected to take 9-10 months to complete. This will be an excellent opportunity for the new Manager to work with the Authority's engineering firm and get an overview of the Authority's many infrastructure needs.

**Demographic Split:** In general, the community is largely comprised of two groups:

- Full-time residents, including retirees and people working in the local area. Many of the full-time residents are living on fixed and/or modest incomes.
- Seasonal residents with second homes, many of which are available as Short Term Vacation Rentals. Many of the seasonal residents have more robust incomes.

This has created a divide in opinion in the growth vs no growth dialogue. The Authority Manager must understand this dynamic and be able to speak to the needs of both groups.

### IDEAL CANDIDATE PROFILE

#### Education and Experience:

A bachelor's degree from an accredited college or university in a related field is preferred. Candidates must have at least ten (10) years of experience directly relevant to job duties, including five (5) years as a supervisor. The ideal candidate will have a minimum of five (5) years of responsibility for a Grade III or higher tertiary activated sludge facility, Grade III or higher wastewater collection system, Grade II or higher water distribution system, and Grade I or higher membrane surface water treatment plant. The New Authority manager is expected to relocate to the Oregon Coast and live within 20 minutes of the PCJWSA office. Preference may be given to applicants with certifications in water and wastewater that could include the following:

- Valid Oregon WWTP III License and interest in obtaining an Oregon WWTP IV License.
- Valid Oregon WWC III License.
- Valid Oregon WD II License.
- Valid Oregon WTP I License.
- Valid Oregon Backflow Specialist License.
- Valid Oregon Backflow Tester License.
- Valid Oregon CDL, Class "A" with "T" endorsement.
- Valid Oregon LME License or equivalent.

It is expected that the successful candidate can demonstrate substantial experience managing the operations of a water and wastewater utility. The PCJWSA is a lean organization and the incumbent Authority Manager held multiple certifications in water and wastewater operations. Knowledge of the necessary operator certifications and the ability to ensure coverage which satisfies regulatory requirements is essential.

**Necessary Knowledge, Skills, and Abilities:**

- Knowledge of and experience dealing with the numerous regulatory agencies overseeing water and sewer.
- Working knowledge of technical matters for administration of water and sewer facilities.
- Knowledge of infrastructure funding options, fund accounting principles, data security, record-keeping including records exempt by law from public disclosure.
- Working knowledge of employment law and fair practices as they apply to the workplace.
- Experience working with technical consultants including engineers and architects.
- Working knowledge of all facets of a tertiary wastewater treatment facility, collection system and sewage pumping stations.
- Knowledge of multiple Water Supply Facilities including an advanced microfiltration membrane surface water treatment facility with SCADA system, water distribution system, reservoirs and booster stations.
- Experience supervising project management including budgeting, design and construction, facility operations and maintenance, laboratory testing.
- Knowledge of regulatory requirements and related legal statutes pertinent to operation of the facilities.
- Knowledge of the regulatory environment and experience building good relations.
- Excellent oral and written communication skills.
- Great public relations skills and able to project a good image as the primary face of the Authority.
- Excellent water and sewer industry experience.
- Proven skills as a team builder and motivator.
- Experience coaching, mentoring, and utilizing a small staff to their full potential.
- The Authority Manager must be a natural builder of bridges and relationships. He or she must project an ethical and trustworthy style.

- The ideal candidate will be versatile and be able to hit the ground running.
- Possess an in-depth knowledge of, or quickly learn, Oregon budget law and public agency audits.
- Knowledge of the District boundaries and understanding of how to work effectively with an elected Board, employees, the public and regulatory bodies.
- Candidates must be computer literate and be current with software and hardware tools both for financial and operational systems.
- Demonstrated experience leading strategic planning for the future is critical to success.
- Individuals with a background in small, rural coastal communities, and an understanding of coastal weather is a plus.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

**COMPENSATION & BENEFITS**

- **\$85,000 - \$125,000 DOQ**
- Medical, Dental & Vision Insurance
- Life Insurance
- Disability Insurance
- 9 Paid Holidays & 1 Floating Holiday
- Bereavement Leave
- Paid Vacation & Sick Leave
- 457b Deferred Compensation Plan

**Please visit:  
www.pcjwsa.com**



The Pacific City Joint Water-Sanitary Authority is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 27, 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** 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.



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