



DEPUTY CITY MANAGER

\$90,000 - \$110,000

Plus Excellent Benefits

Apply by

November 7, 2021

(First Review, Open Until Filled)

PROTHMAN



THE IDEAL CANDIDATE

Boardman is seeking a talented city management professional with city manager or senior public sector manager experience. The current City Manager will be retiring in the next year and the new Deputy City Manager needs to be ready to take over the role of city manager. The Deputy City Manager will be an individual capable of eventually managing the day-to-day operation of the city while the City Manager focuses on various projects needing completion. The ideal candidate will be someone who has experience in city management, not necessarily as city manager but has a strong interest in learning the role. It will be very important for this person to fit in the Boardman community and appreciate the quality-of-life opportunities Boardman has to offer. Boardman is a fast-growing community with a diverse population. Candidates bringing bilingual English and Spanish skills will be a plus.

THE COMMUNITY



Nestled in northern Oregon along the Columbia River, the City of Boardman is surrounded by natural agricultural lands, abundant recreational activities, and mountain and river views. With a population of approximately 4,580, Boardman is known for its high technology data centers, agriculture, food processing, livestock, and recreation opportunities.

Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grassy parks, walking trails, and water activities with boat access through the Boardman Marina. A unique attraction found only in Boardman is the SAGE (Sustainable Agriculture and Energy) Center. SAGE is an interactive visitor and museum center that highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits, of technology used by local industries and farmers, to demonstrate the process of farm to table.

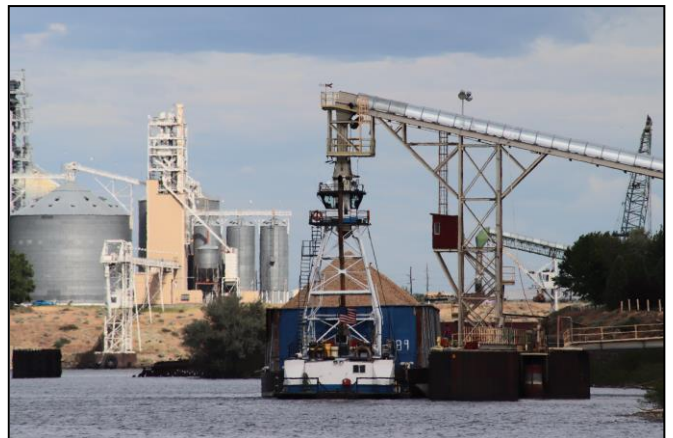
Also located in Boardman is the Port of Morrow, which is the industry hub of the area. It serves the community with warehousing facilities, the SAGE Center, and the Riverfront Center. The Port of Morrow (Port) is prominently known as a site particularly suited to transportation-dependent industries as well as high technology data centers.



The Port is the second largest port (behind the Port of Portland) and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export, and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.

The Boardman Park & Recreation District brings a number of recreational opportunities to the city, including a 3.5-mile paved trail, a free boat launch, boat parking, a fish cleaning station, and a pool & recreation center built in 2017. The pool & recreation center includes four warm-water swimming pools, a double gym, a weight room, and even a rock-climbing area. The District also offers parks with various outdoor courts and fields, 63 camp sites, and a variety of summer recreation programs for all ages.

Recreation is abundant throughout the region, as well, with activities ranging from fishing, hiking, and hunting, to bird watching and water sports on the Columbia River. Boardman also offers a beautiful 9-hole golf course which just adds to the region's variety of leisure activities.



THE CITY

Incorporated in 1921, the City of Boardman operates under the Council-Manager form of government, which includes six elected City Councilors and an elected Mayor. The Manager is appointed by the Council and reports to the Mayor. The City Council is charged with establishing policy and the Manager, through Department Heads and staff, implement the policy. Boardman employs twenty-five talented and dedicated employees including six general administrative employees, twelve police, and seven public works employees. The City operates on a 2021/2022 budget of \$56,707,000 that includes a GO Bond of \$18,268,000. City departments include Building, Economic Development (Planning), Finance, Recorder/HR, Police, Water, Sewer, and Streets.

THE POSITION

Under the direction of the City Manager, the Deputy City Manager (DCM) assists in all aspects of city operations. This includes coordinating the city's activities and monitoring the performance of all city departments, conducting independent research, and preparing reports pursuant to that research, and managing and coordinating projects to accomplish the goals and objectives of the City Council under the direction of the City Manager. The DCM will provide input and assist with budget review and oversight. This position also works with citizen and business groups to encourage and develop economic opportunities and formulates development proposals and coordinates development process. The DCM is expected to attend meetings and represent the city at such meetings, respond to citizen inquiries and complaints, resolve issues or refer complaints to the appropriate department when possible, and follow through to ensure resolution.



OPPORTUNITIES FOR GROWTH

- 1. Be part of the GO Bond project:** The City is in the process of expanding its water and wastewater systems beginning in the first half of 2022. The selected candidate will be involved in this project from the beginning. The City will expand the water system with a new collector well, distribution building, and a 1M gallon reservoir. The wastewater system will be adding a new 13-acre lagoon and updating the lift stations.
- 2. Planning Boardman's Future:** The selected candidate will continue Boardman's growth by working with regional partners and updating the Comprehensive Plan and Transportation System Plan, to place the City in a position ready for new opportunities.
- 3. Additional Projects:** The Deputy City Manager will strategize a new project for each of the City's two Urban Renewal Agency Districts, will determine the best projects for the City's ARPA funds, and focus on street improvements.

EDUCATION AND EXPERIENCE

An Associate's degree in Public or Business Administration and five (5) years of progressive responsibility in administrative experience, preferably in municipal government, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the job duties is required.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of municipal government organization; including the relationships, powers and functions within a municipal government and with other governmental jurisdictions;
- Comprehensive knowledge of principles and practices of public administration, particularly as applied to the management of diversified municipal governmental services;
- Comprehensive knowledge of planning and economic analysis and development;
- Comprehensive knowledge of the principles and practices of public budgeting, finance, financial statements, taxation, reporting, personnel management, and labor law;
- The ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvements in management methods;

- The ability to interpret and apply local, State, and Federal laws, rules and regulations;
- The ability to recognize and analyze situations and trends, evaluate complex issues, and draw logical and realistic conclusions;
- The ability to direct, supervise and evaluate the work of others;
- The ability to establish and maintain cooperative and effective working relationships with city elected and administrative officials, employees, representatives of business and government organizations and the general public;
- The ability to effectively communicate, develop and prepare accurate and complete correspondence and administrative reports, speak effectively and present before a variety of audiences;
- The ability to operate computers and appropriate programs as necessary to complete the duties and responsibilities assigned.

COMPENSATION & BENEFITS

- **\$90,000 - \$110,000 DOQ**
- Fully Covered Medical, Dental and Vision Insurance (Includes Family Coverage)
- Life Insurance
- Life Flight Insurance
- Long-term Disability Insurance
- 11 Paid Holidays
- 12 Days' Sick Leave
- Vacation
- Fully paid Oregon PERS retirement

**For more information on the
City of Boardman, please visit:
www.cityofboardman.com**

The City of Boardman is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 7, 2021** (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 "**Open Recruitments**", select "**City of Boardman, OR – Deputy City Manager**", and click "**Apply Now**", or click [here](#). 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

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