

Photo Credit: Jim Semlor



City Manager

HOOD RIVER, OREGON



PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Photo Credit: Seth Miller

THE COMMUNITY

Renowned for its spectacular setting in the heart of the Columbia River Gorge National Scenic Area, Hood River is one of the most picturesque cities in Oregon. Located at the convergence of the Hood River and the Columbia River, the city offers stunning views of rivers, lush forests, deep gorges, and the fruit orchards of the Hood River Valley. Serving as a magnificent backdrop to the city is Oregon's tallest peak, Mt. Hood, whose majestic 11,235-foot snow-capped summit is just 30 miles away. Oregon's largest city, Portland, lies 60 miles to the west. The Hood River toll bridge spans the Columbia River and connects the city with the communities of White Salmon and Bingen in the state of Washington.

Founded in 1858, Hood River encompasses 3.39 square miles and is the county seat for Hood River County. Major local industries include agriculture (primarily pears, cherries, and apples), healthcare, engineering and technology, tourism, recreation, and timber. Since the city's inception, downtown Hood River has served as the commercial and cultural center of the county. It has retained its small-town charm with the restoration of many historic buildings and a diverse mix of restaurants, bakeries, pubs, shops, and galleries. Hood River is home to multiple micro-breweries and a growing wine industry, as well as frequent festivals, concerts, and special events.

Hood River's 7,955 residents enjoy an exceptional quality of life with its wide range of outdoor activities, highly ranked schools, low crime, excellent health care, and thriving economy. In 2014 Livability.com named Hood River the fourth best small town in the nation in which to live. Residents are committed to the protection of natural areas and a clean and healthy environment. It is a safe, caring community where neighbors support each other and where families grow and prosper. Hood River Valley School District has four public elementary schools (two within the City), two middle schools (one within the City), and a high school, along with several private schools. Providence Hood River Memorial Hospital is in the center of the city and is the only hospital in the county.

Thanks to a moderate climate with mild winters and warm summers, residents can enjoy an active lifestyle with many opportunities for outdoor recreation, including: windsurfing/kiteboarding, mountain and road biking, kayaking, fishing, hiking, skiing, and much more. The consistent high winds channeling through the Columbia River Gorge have made Hood River an ideal spot for kiteboarding and windsurfing, earning the city the nickname of "The Windsurfing Capitol of the World". The City owns and maintains 16 parks and open spaces totaling over 73 acres. Additional parks in the community are operated by the Hood River Valley Parks and Recreation District, the County of Hood River, and the Port of Hood River.



Photo Credit: Tonya Colson

Within this context, there are opportunities for improvement. There is a strong desire to increase the availability of attainable housing, be more inclusive of our Latino community, creatively manage the summer season congestion, and ensure that the City grows in a smart way.

To learn more about the City of Hood River, please visit <http://ci.hood-river.or.us>, and <http://hoodriver.org/>.

THE ORGANIZATION

Incorporated in 1895, Hood River became a Charter City in 1991 and operates under the Council/Manager form of government. The City Council is comprised of 6 council members and the Mayor who are elected-at-large. The council members serve four-year terms, while the Mayor is elected to a two-year term. The City Council appoints a City Manager, City Attorney, and City Judge. The City Manager serves as the chief administrative officer of the city, and as the Urban Renewal Administrator. The City currently contracts with an outside attorney for city prosecutor services and an outside legal firm for city attorney services. The City Council has identified a variety of goals for Fiscal Year 2017-18 around the broad topics of affordable housing, planning for growth, and urban renewal.

With a staff of 64 full-time equivalent employees, the City provides core urban services, including: police, fire and emergency medical transport, public works (streets, water, sewer, stormwater, and parks), municipal planning, and the necessary support services of legal, finance, and general management.

The General Fund budget for Fiscal Year 2017-18 is \$7 million, while the total of all funds is \$35.8 million. The Urban Renewal Agency budget is \$3.8 million.

THE POSITION

The City Council is seeking a replacement for the current City Manager who will be retiring in July 2018. The City Manager reports to and serves at the pleasure of the City Council and is responsible for implementing the vision, policies, and goals set by the City Council. To be effective, the position requires a close, trusting working relationship with the Council, City staff, and the community-at-large.

The new City Manager is responsible for performing the various duties outlined in the City of Hood River Charter, various chapters of the Hood River Municipal Code, and acts as the City Budget Officer.

The City Manager also appoints the department heads of the City's five operating departments (Finance, Fire, Planning, Police, and Public Works) and is responsible for assuring that City services are performed in accordance with City Council policies and within the City's resources.

THE IDEAL CANDIDATE

The City Council is seeking a pragmatic leader with high ethics and an unquestionable sense of integrity, who embraces open government and transparency, as well as having a broad command of management, finance, budgeting, intergovernmental relations, capital improvement planning, and organizational skills. It is expected that the new City Manager will treat all fairly, equally, honestly, and respectfully and will provide reasoned and sound recommendations for the Council's consideration. The City Manager will provide strategic leadership,

focus, and direction to the Mayor, City Council, and the staff, as well as, in a broad sense, to the community as a whole.



Photo Credit: Michael Peterson

Staff training, coaching, and leadership is a must. He/she must support the City Council and its direction as the number one priority. Excellent listening skills, as well as clear and open communications are needed to be successful in this position.

The new City Manager will be responsible for applying for and administering federal, state, and private grant funds, as well as acting as the liaison with state and federal government, local civic and business entities, and interested members of the public. She/he will facilitate the flow and understanding of ideas and information between and among elected officials, other agencies, employees, and citizens.

He/she must also be visible, involved in, and accessible to the Mayor and City Council, the staff, and the entire community. The new City Manager will be politically aware, yet completely apolitical and will team with the Mayor, City Council, and staff in providing open, responsive, and customer-oriented service to the community. She/he will have an inclusive management style with a willingness to delegate appropriately to professional staff.

Crucial success factors for the new City Manager, along with the listening and communication skills mentioned above, will center on protecting the financial stability of the City, collaboration and consensus building at the City Council level, innovative problem solving, and the innate ability to manage the day-to-day operations of the City,



Photo Credit: Rountree Rouse

while at the same time looking out over the horizon to see what might impact the City of Hood River in the future. He/she will ensure fiscal responsibility and modern accounting and financial reporting, will have experience facilitating and administering creative and collaborative service agreements with other jurisdictions, and will assure compliance with relevant federal and state laws and regulations.

The City of Hood River needs a proactive administrator, someone who is confident and able to provide the leadership necessary, in collaboration with the Council's direction, to help the City shape its future and move it forward. An open, friendly style with a calm, even disposition and a sense of humor will serve the ideal candidate well as



Photo Credit: Rountree Rouse

this is considered a 24/7/365 type of position in an engaged, caring community. It is also hoped that the selected candidate will take advantage of and thrive in this outdoor-oriented community.

EDUCATION/EXPERIENCE

Minimum qualifications include graduation from an accredited four-year college or university; advanced degree in public administration desired but not required; and a minimum of five years of public sector, senior level experience such as city/county manager, assistant city manager, department director, or a similar applicable position.

Considerable knowledge of modern public administration theory, principles, and practices; working knowledge of municipal finance, land use planning, human resources, public safety, public works, and community development is also required. The ability to communicate effectively orally and in writing and knowledge of urban renewal statutes, urban renewal

financing and Oregon land use law are also desired. Spanish language skills are desired.

THE COMPENSATION

The salary range for this position is from \$125,000 to \$145,000 depending on qualifications and experience with excellent benefits including but not limited to:

- Medical/Dental/Vision – City pays 90% for employee and dependents
- Life Insurance & Workers Compensation – City pays 100% of premium
- Cell phone allowance
- Retirement – City pays retirement benefits through PERS
- Vacation – 2 weeks/year
- Sick Leave – Accrues at 8 hrs/month, no limit
- 12 paid holidays
- 5 paid administration days off
- Professional development and training – City pays subject to Council approval



Photo Credit: Wet Planet Rafting

SEARCH SCHEDULE

Filing Deadline	June 4, 2018
Preliminary Interviews	June 6 through June 20, 2018
Recommendation of Candidates	June 25, 2018
Finalist Interview Process	July 10, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply please visit
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding these positions or the recruitment process.



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