CITY MANAGER

$105,000 - $130,000

Plus Excellent Benefits

Apply by
August 12, 2018
(open until filled)
Located in the Columbia River Basin along the border of Oregon and Washington, energetic and inviting Umatilla enjoys a small-town atmosphere amidst the natural beauty from the Columbia River, surrounding farmland, forests and mountains. Urban amenities are just a few hours away with Portland to the west and Spokane to the north.

Umatilla is a progressive, vibrant town that has enjoyed and welcomed growth over the last few years making it a desirable place for families and businesses to call home. If you are interested in working for a growing community with a highly motivated and professional staff, this is the right position for you!

While Umatilla has seen a lot of growth in both residents and businesses in recent years, the city is proud to maintain its family friendly atmosphere that is very appealing to residents and visitors alike, offering a safe, comfortable and inviting gathering place with shopping, restaurants, galleries and beautiful landscapes.

With over 300 days of sunshine per year, the area offers many amenities. The Columbia River, McNary Dam and Interpretive Center, and McNary Wildlife Nature Area combined allow for year-round outdoor recreation including biking, hiking, boating, horseback riding, water sports, field sports, golf, hunting, fishing, birding, and much more.

The local Umatilla Marina and RV Park gives residents and visitors a great place to stay the night, hold a picnic or moor a boat. The Umatilla Marina currently offers berthing for up to 97 boats ranging in length from 24 to 60 feet and has fifty dry storage spots available for boat trailers, motorhomes, and fifth-wheel parking.

Umatilla is also just a few minutes away from some of the best wineries in the country with hundreds of vineyards and tasting rooms nestled in the small towns along the Columbia Basin.

The award-winning Umatilla School District has an elementary school, a middle school, and a high school consisting of 1,360 students and 73 teachers. The Oregon Department of Education recently awarded the Umatilla School District a substantial five-year grant which will support science, technology, engineering, art, and math classes.

THE COMMUNITY

Established in 1862, Umatilla is the third largest city in Umatilla County and Northeastern Oregon and is home to roughly 7,000 residents. In 1968, the City of Umatilla was moved to higher ground due to the expected flooding of the townsit due to the building of the John Day Lock and Dam. This area is referred to as “Old Town” and has been named to the National Register of Historic Places.

The city is on the hub of interstate 84, interstate 82, and highway 730, as well as the Columbia and Umatilla River. While the city's economic base has primarily been based around agricultural due to the areas warm days and cool evenings, the economy has recently become more diverse due to the city's proximity to multiple transportation options and development of data centers.
THE CITY

The City of Umatilla operates under the Council/Manager form of government with a six-member council elected at large to staggered four-year terms. The Mayor is elected separately to a four-year term and only votes in the event of a tie.

The city has an annual operating budget of approximately $14 million, a general fund budget of $2.18 million and employs 35 FTEs and 7 PTEs. City departments include administration, community development, building, finance, human resources, city recorder, municipal court, marina & RV park, parks & recreation, planning, police, public works, utilities, and library. The city also provides water, sewer, garbage, fingerprinting, and notary services. The Umatilla Police Department is one of two agencies in eastern Oregon that has received accreditation through the Oregon Accreditation Alliance.

The city’s “Umatilla Together: Framework Plan” was the winner of the 2018 American Institute of Certified Planners Student Project Award and was developed by Portland State University students in the Master of Urban and Regional Planning program. The plan engages citizens, business leaders, city staff, and elected officials during meetings, focus groups, mixers and a community open house.

The purpose of the project was to develop a community vision to connect and enhance Umatilla’s existing assets, centered on the downtown corridor. The Plan serves as the platform for the revitalization efforts of the downtown core, as well as increasing the community’s livability, and was recently adopted by Council.

THE POSITION

Under the general direction of the City Council, the City Manager administers and oversees the daily operations of the City.

Other responsibilities include:

➢ Develops and revises specific personnel and operating policies for all departments; conducts and participates in in-service training.
➢ Formulates and proposes legislation and policy alternatives to city council; attends and participates in public meetings as required.
➢ Manages and coordinates projects to accomplish the goals and objectives of the city council.
➢ Confers with department heads and others on varied operating and administrative problems; reviews departmental plans, programs and procedures; suggests new innovations or methods to improve the standard of services rendered by the city.
➢ Supervises the preparation of the annual budget; reviews and approves departmental needs and estimates and transmits budget document to city council for review and approval; administers budget.
➢ Reviews and provides final approval of department head hiring decisions; appoints directs, evaluates, disciplines and removes subordinates.
➢ Meets with the city council in regular and special meetings, gives information and transmits special or regular reports covering varied problems of municipal operations, and advises council members in their deliberations on policy or legislative matters.
➢ Attends meetings and represents the city in various community organizations and groups explaining city issues and projects and encouraging citizen participation and support.
➢ Coordinates collective bargaining negotiations and endeavors to maintain a positive work environment for employees.

➢ Responds to citizen inquiries and complaints; resolves issue or refers to appropriate department when possible; follows through to ensure resolution; performs responsibilities of emergency services officer.

CHALLENGES & OPPORTUNITIES

Economic Development
Two new data centers are in the process of being constructed within the City of Umatilla. The city is also home to some of the largest employers in Umatilla County, Two Rivers Correctional Facility, and several substantial commercial and industrial businesses. The rapid expansion of economic development warrants leadership skills to foster good relations amongst government agencies and the private sector.

Progressive Tech Environment
The City of Umatilla has recently launched a brand-new website and is working on moving all city forms and public works permit processes into an e-permit system. The ideal candidate will continue to take an innovative approach in supporting technology and improving city processes.

Young Workforce
Umatilla’s workforce is primarily under the age of 35, which has allowed the City to maintain an energetic and adaptive working environment. The new City Manager will have the opportunity to provide professional development and set the tone for staff leadership.

Wastewater of Agriculture
The City of Umatilla operates a state-of-the-art wastewater treatment plant which operates 24/7 and treats an average of 700 thousand gallons of wastewater per day. The City is exploring innovative ways to use clean water coming out of the region’s data centers, including a “$3 million project that would separate Umatilla’s commercial wastewater from its domestic flows, allowing the city to send water from current data centers at the Port of Umatilla, a planned data center off Lind Road and any future data centers to irrigation canals for agricultural use.” The City Manager will have the opportunity to work with engineers, attorneys, and state committees in developing future phases of this project.

IDEAL CANDIDATE

Education and Experience:
A Bachelor’s degree in Public Administration or Business Administration and five (5) years of progressively responsible experience in public or municipal government is required.

Necessary Knowledge, Skills and Abilities:
- Considerable knowledge of the principles and practices of public budgeting, finance, taxation, reporting, personnel management and labor law.
- Thorough knowledge of municipal government organization, powers and functions and relationships with other governmental jurisdictions, and principles and practices of public administration, particularly as applied to the management of diversified municipal governmental services.
- 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.
- Experience recognizing and analyze situations, problems and financial statements.
- Ability to supervise and evaluate the work of others, establish and maintain cooperative and harmonious working relationships with city elected and administrative officials, employees, representatives of business and government organizations and the general public.

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

➢ $105,000 - $130,000 DOQ
➢ Excellent Medical, Dental and Vision Insurance for employee and one dependent.
➢ Life Insurance
➢ VEBA Account
➢ Oregon PERS
➢ 10 Paid Holidays
➢ Generous Employee Leave Programs
➢ Optional Deferred Compensation
➢ Tuition Reimbursement Programs
➢ Health and Fitness Programs
➢ Bilingual Pay Program

Please visit
www.umatilla-city.org

The City of Umatilla is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by August 12, 2018 (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.