



The City Of The Dalles

City Manager



The City Of The Dalles

The City of The Dalles, Oregon, is located 85 miles east of Portland, and is nestled in the beautiful Columbia River Gorge against the eastern edge of the Cascade Mountain Range. With an elevation of 100 feet, the climate is relatively mild and sunny. The average summer temperature is 85 degrees, with winter averaging about 40. We are typically one of the warmest locations in Oregon and have an average rainfall of 13-17 inches, and yes, it can get windy.

The City is a full-service municipality including an airport, urban renewal, and water and wastewater utilities.

The Dalles is a strategic home base for year-round recreation. Water sport enthusiasts will find boating, excellent fishing, and one of the finest wind surfing areas in the United States on the Columbia River. To the east are substantial opportunities to camp, fish, hike, and sightsee. To the west, ski enthusiasts have the opportunity to challenge the ski slopes of magnificent Mt. Hood;

and there are numerous resorts that lie on Mt. Hood and its base.

The Dalles, with a population of approximately 14,400 is the hub of the Mid-Columbia Region and provides a wide variety of services for its residents, nearby communities and tourists. The Dalles is a prospering community that has seen recent growth in its commercial and tourist based industry as well as a rediscovery of its rich historical heritage. All this has led to The Dalles being able to keep its small town charm while reaping some big city benefits.

Agriculture is an important part of the economic base. The Port of The Dalles is nearly full to capacity with a wide variety of thriving industries including Google with its new data center and campus.

The Dalles is fortunate to have the Columbia Gorge Community College to offer a large variety of educational opportunities for full and part time students.

Mid Columbia Medical Center together with its state-of-the-art Celilo Cancer Center offers the residents of The Dalles superior medical care.

QualityLife Intergovernmental Agency (QLife) is a collaborative effort of public entities in The Dalles, Oregon, that began in 2002, who created a 17-mile fiber optic loop through the city. The goal is to enhance the region's economic development.

The Dalles Main Street Program supports Downtown The Dalles as a great place for locals and visitors alike to spend time and do business! The Dalles downtown has a lot to offer from business services to restaurants to retail stores. The downtown area is also a recognized Historic Commercial District by the National Register of Historic Places. There are several murals that can be found on various downtown buildings which add color and history to the area. There is lots to see during a leisurely stroll through Historic Downtown The Dalles!

City Manager

The City Manager's position plays a unique role in assisting the democratic processes of our representative local government. Guided by the vision and goals of the City Council, it is the City Manager's charge to accomplish the direction set out by the Council. Oftentimes, this is performed by facilitating public process, hearing and responding to the issues concerning citizens, offering alternative solutions, representing the position of the governing body, and offering education regarding the provision of public services and infrastructure.

The City Council consists of four members nominated from districts and elected at-large to serve staggered four-year terms and a Councilor at -arge elected for a two-year term. The Mayor who cannot vote on Council agenda items is elected at-large and serves a two-year term. There are no term limits, and all elections are nonpartisan. The City Council appoints the City Manager, City Attorney and Municipal Judge.

The City Manager is responsible for overseeing City operations and providing policy guidance to the City Council.



The last City Manager was in the position for 18 years.



The Ideal Candidate

The successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities:

- Demonstrated performance in managing, organizing and directing municipal departments or a multi functional organization; well-organized; dedicated to providing employees with professional development opportunities;
- Demonstrated ability to plan, organize and direct the preparation, implementation and control of the annual budget, including forecasting revenues, expenditures and year-end balances.
- A successful history of motivating and evaluating management team and maintaining an atmosphere of openness and trust with employees, council and citizens.
- A demonstrated positive customer service orientation

and the ability to foster that attitude throughout all departments.

- A demonstrated ability to communicate effectively both written and orally to elected boards, appointed committees and the public.
- Ability to work with and understand the business community; solve citizen problems with fairness and in courteous and timely manner; build a community image for good first impression to newcomers; develop partnerships to solve old problems; communicate the need for and generate citizen involvement; work with diverse groups to build consensus and assist them in working toward a common goal.

- Provide full background material needed for City Council decision making; carry out council direction and goals in a timely manner; research new ideas for presentation to the council. Ability to support council goals.
- Knowledge of state government legislative process; experience in Urban Renewal; ability to offer alternatives; ability to deal with diverse opinions.



- Experience with grant management.

Qualifications

Education/Experience/Training:

Applicant must have a Bachelor’s Degree with evidence of continued professional development. Five years of management experience in a municipality or equivalent organization.

Knowledge/skills/abilities:

Basic understanding of municipal budgeting

principles, background in financial matters pertaining to managing a budget over 60 million dollars. The current total budget is \$61,580,586.

General knowledge of personnel and labor law as pertains to a city and its employees. Currently there are 100.5 FTE city employees.

Strong communication skills as it relates to communicating goals to employees, council, and public. Keep council well informed on a regular basis.

Exceptional oral and written communication skills.

Ability to work well with other governmental agencies.

The Compensation

The salary range for the City Manager is \$105,000 – \$120,000 annually plus full benefit package.

The benefit package includes:

- Medical—The City pays 100% for the employee and 100% of the premium for spouse/family coverage
- Vision—The City pays 100% for the employee and 100% of the premium for spouse/family coverage
- Dental—The City pays for the employee and 100% of spouse/family coverage

- Long Term Disability
- \$10,000 Life/Accidental Death
- 401(k) pension retirement plan at 13.5% of base salary, fully paid by the City.
- Car and phone allowance.
- Deferred compensation plans.
- Section 125 flexible spending plan for pre-tax savings.
- Sick time is accrued on a monthly basis

- Vacation time is accrued on a monthly basis, based on longevity.
- Nine paid holidays and two personal floating holidays per year.



- Ten executive leave days per year.



City Of The Dalles
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The Dalles, OR 97058

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TO APPLY

If you meet the qualifications and believe that you possess the attributes included in the ideal candidate profile, please submit a cover letter and resume in Word to pwconsulting@cox.net.

First review of resumes for this position which will be open until filled is November 15, 2015

If you have questions about this job, please contact:

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