



TUALATIN VALLEY
WATER DISTRICT
Beaverton, OR

CHIEF EXECUTIVE OFFICER

\$200,000 - \$225,000+ DOQ

Plus Excellent Benefits

Apply by
February 17, 2019
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY



Headquartered in Beaverton, Oregon, the Tualatin Valley Water District is located in one of the most beautiful and livable areas of the Pacific Northwest. Nestled between the vibrant city of

Portland and the green farm fields of Western Washington County, the Tualatin Valley offers a strong business environment and the attractions of a large metropolitan area, while still maintaining a hometown feel. The community prides itself on its remarkable atmosphere, natural beauty, high achieving schools, many parks, and a wide variety of cultural and recreational opportunities. This is an outstanding opportunity for the right management professional to work at an award-winning District with an excellent staff in a high functioning, dynamic organization.

THE COMMUNITY

The Tualatin Valley has more than a dozen unique cities, towns and neighborhoods. Ranging from busy urban centers to quaint rural communities, the Tualatin Valley is known for its friendly local communities that provide visitors and residents with the best Oregon has to offer. The Tualatin Valley Parks & Recreation District, Tualatin Valley Fire & Rescue, Beaverton School District, and Hillsboro School District are just a few local acclaimed organizations that make the area special. The area has a low crime rate and a wide variety of housing options, from houses on quiet cul-de-sacs to urban core condominiums near shops and light rail transit stations. The Tualatin Valley is nationally acclaimed for its students' high SAT scores and has several highly regarded private schools, as well as some of the region's best state and private universities and community colleges.

Located seven miles west of Portland, Oregon in the heart of the "Silicon Forest", the economic lifeblood of the region, the adjacent cities of Hillsboro and Beaverton are the largest and second largest incorporated cities in Washington County, respectively. Home to a combined population of approximately 194,000, Hillsboro and Beaverton host over 300 high tech companies including the headquarters of Tektronix, Maxim Integrated, and Intel which contribute to the region's strong economy and workforce.



The community is home to culturally diverse, family-friendly cities that offer a variety of family activities and amenities, including the region's largest farmer's market in Beaverton, more than 100 parks, bike paths and hiking trails, and many publicly available swimming pools, tennis and basketball courts, softball and soccer fields, and golf courses. The District is also conveniently located within an hour's drive of popular natural areas including the Oregon coast, Mt. Hood and the Columbia River Gorge which offer a bounty of recreational activities in addition to natural, historic, and scenic views.

To the south, the City of Tigard is a lively city of 52,000 with a thriving arts community filled with culture, history, and recreation. Tigard's walkable downtown has a community theater, many beloved local restaurants, and a continually growing craft brewery scene. Tigard also offers some of the best high-end, tax-free shopping in Oregon at Washington Square and Bridgeport Village, and a bounty of outdoor recreation opportunities with easy access to the Tualatin River which offers kayaking, fishing, and more.

Oregon is home to 12 ski resorts, and five of those are just an hour away from the Tualatin Valley. The historic Timberline Lodge is home to the only ski area in North America that is open year-round and is located near the top of Mt. Hood, the tallest mountain in Oregon. Oregon also has around 250 of the finest breweries and the Willamette Valley, Oregon's leading wine region. The Willamette Valley has two-thirds of the state's wineries and vineyards and is home to more than 500 wineries. It is recognized as one of the premier pinot noir producing areas in the world.

THE ORGANIZATION

The Tualatin Valley Water District (TVWD) is a special district drinking water provider located in suburban Washington County, west of Portland, Oregon. The District serves an urbanized portion of Washington County, including the communities of Aloha, Bethany, Cedar Hills, Cedar Mill, Cooper Mountain, Progress, Metzger, and Rock Creek, along with portions of the cities of Beaverton, Hillsboro, and Tigard. TVWD is the second largest water provider in the State of Oregon with 63,000 service connections and a services population of roughly 228,000. Commercial customers include major regional employers such as Intel, Nike, Reser's Fine Foods, and Providence St. Vincent Medical Center. The District enjoys an excellent reputation among its customers and its local government partners throughout the region.

TVWD's six departments consist of Administrative Services, Engineering and Operations, Water Supply Program, Customer Service, Finance, and IT Services. The District employs approximately 132 full-time, non-union employees and operates on a 2017-2019 budget of \$265 million. TVWD is governed by a five-member Board of Commissioners elected at large to four-year overlapping terms by District voters. The Board of Commissioners, with guidance from TVWD staff, is responsible for developing policies and procedures to improve TVWD services. TVWD is a self-sustaining water utility that does not receive any tax dollars. All revenue collected is spent on District operations, infrastructure projects, and system maintenance.



Ridgewood View Park Reservoir

The District had a maximum demand of 44 million gallons per day (MGD) in 2018 and currently has 24 covered reservoirs, 65 million gallons of stored water, 12 pump stations, and 787 miles of pipeline. TVWD provides an annual average of approximately 23 MGD. Currently, roughly 70% of TVWD's water comes from the Portland Water Bureau, with the rest acquired through the Joint Water Commission, Barney Reservoir, and Hagg Lake. TVWD has embarked on a large and complex 12-year, \$1.2 billion-dollar capital project to develop a Willamette River water right which was acquired in 1972. Scheduled to be completed in 2026, this project will include a 60 MGD (120 MGD ultimate) capacity water treatment plant. The District has been courageously making regular rate adjustments as needed, as new capital projects will put increased pressure on rates and require excellent skill managing messages to the public.

THE POSITION

Under the direction of the Board of Commissioners, the Chief Executive Officer is responsible for providing overall leadership to the District, anticipating opportunities for the long-term success of the District in providing good value to the customers, and developing relationships with the community and customers. The CEO also implements programs and policies approved, adopted, or recommended by the Board of Commissioners, and ensures that the water system is managed efficiently, maintaining relationships with professional associations and industry colleagues, and maintaining excellent intergovernmental relationships.

OPPORTUNITIES & CHALLENGES

1. Organizational Leadership & Administration: The TVWD CEO has a unique opportunity to establish and maintain the vision, direction, and organizational culture of a leading water provider in Oregon. TVWD's outstanding performance is possible through the combined efforts of a highly-skilled and professional workforce as well as reliance on consultants, contractors, and regional partnerships. The CEO provides strategic direction for the District's Management Team and is called upon to provide management direction and oversight for water system operations as well as business operations, including District finances, customer services, human resources, engineering, operations, information technology, and legal services.



2. Willamette Water Supply System (WWSS) Leadership & Oversight:

TVWD is the managing agency for implementation of the \$1.2 billion Willamette Water Supply System. This effort consists of three intergovernmental partnerships – formed by intergovernmental agreements – including the Willamette River Water Coalition (WRWC, responsible for Willamette water right), the Willamette Intake Facilities Commission (WIF, responsible for the river intake), and the Willamette Water Supply System (WWSS, including 30 miles of pipelines, a 120 mgd water treatment plant and two 15-million-gallon storage reservoirs). To date, the TVWD CEO has been an active participant in building partnerships, negotiating the intergovernmental agreements, and providing strategic direction for the WWSS. The TVWD CEO also serves on the Executive Committee for the Willamette Water Supply Program, which provides fiscal, technical, and management oversight of the scope, schedule, budget, and funding for the WWSS.

3. TVWD Board Management: The CEO reports directly to the TVWD Board of Commissioners. The CEO is responsible for Board meeting agenda planning, implementation of Board policies, achievement of Board goals, facilitation of Commissioner training, and Board development. The CEO is also responsible for oversight of meeting packet development, quality assurance of all Board materials, follow-up after Board meetings, problem-solving to address individual commissioner concerns, and orientation of new Board members. This facet of the CEO’s role requires significant attention to development and maintenance of relationships with individual commissioners as well as with the full Board.

4. Regional Relationships & Public Affairs: One of the strengths of TVWD is its commitment to regional partnerships and strong relationships with its neighbors. Although TVWD is a special district, it provides water services to portions of neighboring cities, including Hillsboro, Beaverton, and Tigard. The CEO is responsible for intergovernmental relations with these organizations through intergovernmental agreements, formal partnerships, such as the WWSS and Joint Water Commission, and individual relationships. The CEO is also responsible for oversight and administration of the Regional Water Supply Agreement between TVWD and the City of Portland and oversees the District’s participation in the Regional Water Providers Consortium.

5. Joint Customer Billing Project/Customer Information System: The County’s sewer agency, Clean Water Services, is working with TVWD on a new, modern joint billing system. The project is a large technology commitment which will cost millions of dollars and must not fail. The District has a new IT Services Director and is optimistic about avoiding any complications as the project progresses.

6. Organizational Development & Change Management: The current management team is very capable and has the confidence of the CEO and the Board. Due to the size of the Willamette Water Supply Program and other large projects, along with existing operational commitments, it is important that the CEO assess staff capacity and adjust to fill gaps if necessary, to avoid reduction in the effectiveness of the organization at any level. The new CEO must have the skill to identify and propose solutions if gaps become noticeable.



7. Succession Planning: The District has very low turnover and has a number of long-term employees, though many of them are or will be eligible to retire in the next 3 to 5 years. To minimize the loss of institutional knowledge of the District, the new CEO will be charged with leading succession planning that produces staff who have a combination of skills that blend well and who will continue to work together effectively as leadership changes and as staff are promoted or hired.



IDEAL CANDIDATE

Education and Experience:

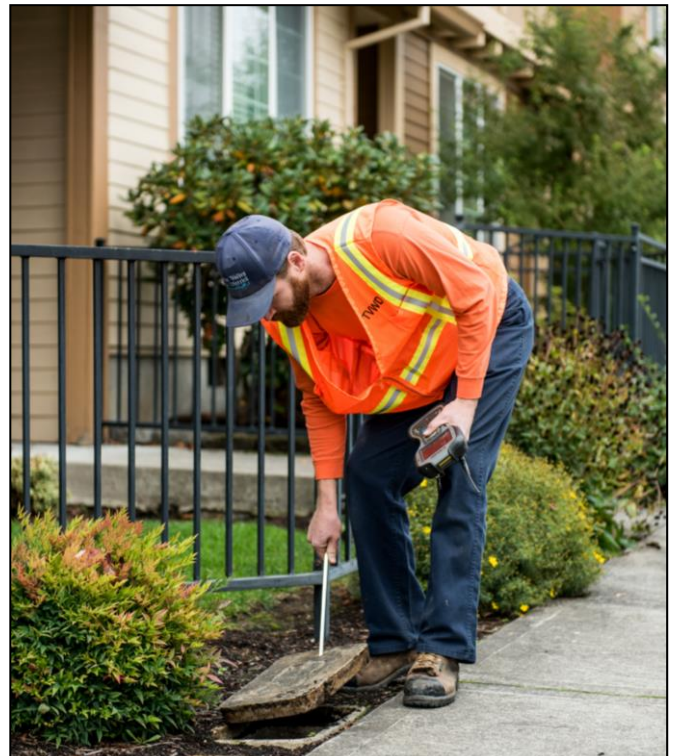
A bachelor’s degree in civil engineering, business, or management and at least seven years in a CEO or high-level management position with a water utility. An MPA or MBA, and 10 to 20 years of experience in a water district is highly preferred.

Preferred Knowledge, Skills and Abilities:

- Demonstrates honesty and transparency in articulating his/her preferences and vision.
- The ability to collaborate with high-level officials as well as be comfortable having friendly genuine conversations with staff.
- Experience in nurturing good employee relationships and an understanding of labor issues that can arise when employees feel disenfranchised.
- The ability to delegate, set expectations, hit goals and targets on time, make controversial or complex decisions, and exercise excellent management skills.
- Experience working on large, complex water related projects such as the Willamette Water Supply System, and working directly with federal agencies, state regulators, tribes, elected officials, and regulatory agencies.

- The ideal candidate will be a confident and strong leader who values staff personally and professionally, and is fair, ethical, hard-working, and willing to delegate and support staff.
- Demonstrates big pictures strategic thinking, technical awareness, attention to detail, and the ability to manage multiple priorities at once.
- A willingness to ‘get your hands dirty’ and the ability to add value as a technical and professional contributor.
- A track record of advancing an organization and supporting change management.
- The ability to communicate effectively both orally and in writing, including experience with public speaking and giving presentations to a wide variety of audiences. The ideal candidate will display the ability to listen and be a collaborator.
- The new CEO will put the well-being of the District’s customers and staff before all else, understand that the District is funded by ratepayers, and be passionate about maintaining the District’s mission and core values.

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

- **\$200,000 - \$225,000+ DOQ**
- Medical, Dental and Vision Insurance
- Life and AD&D Insurance
- Long- and Short-term Disability
- Employee Assistance Program
- VEBA
- 10 Paid Holidays
- Sick Leave
- Management Leave
- Paid Vacation
- Every other Friday off
- 401K Plan, District match of up to 3% of gross wages
- Oregon PERS
- Voluntary 457 Plan
- Reimbursement for Continuing Education
- Wellness Program for Work/Life Balance
- Recycling Benefit Program
- Tri-met Passes for Buses and Light-Rail
- Vehicle and Cell Phone Allowance



TUALATIN VALLEY
WATER DISTRICT

Please visit:
www.tvwd.org
www.tualatinvalley.org

The Tualatin Valley Water District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 17, 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**, 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.



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