



WASHINGTON

CITY ADMINISTRATOR
- Public Works Director

\$65,000 to \$85,000
PLUS EXCELLENT BENEFITS

APPLY BY
April 18, 2010
(FIRST REVIEW, OPEN UNTIL FILLED)

PROTHMAN



WHY APPLY?

This is an excellent opportunity for a “hands on” city management professional to make a difference in a community that takes pride in its history, small town charm and quality of life. White Salmon also provides the right candidate the opportunity to work with a supportive Mayor who is committed to professional management. The City has a strong team of dedicated staff members who are excited to work for a talented City Administrator/Public Works Director.

THE COMMUNITY

The City of White Salmon, Washington, is situated on a bluff overlooking the Columbia River at an elevation of 550 feet. The City also includes



approximately 3/4 of a mile of river frontage, including access to the Hood River Bridge. The views from the City of White Salmon are quite spectacular. From the bluff looking south, one can see the river, the City of Hood River and its valley, as well as Mt. Hood. Looking towards the northeast, one can catch a glimpse of Washington's Mt. Adams.

The City of White Salmon takes its name from the nearby White Salmon River, which was named by the Lewis and Clark Expedition when they observed the river teeming with salmon whose color had turned white after spawning. The phrase, "*The Land Where The Sun Meets The Rain*" is often used to describe the climate in and around White Salmon. The City of White Salmon is located in a transition zone between the marine-influenced climate west of the Cascade Mountain range and the dry continental climate of the inner-mountain region. The transition zone typically results in westerly winds in the summer and chilly easterlies in the winter.

The area's relatively mild climate and location combine to offer visitors and residents a recreation paradise. Hiking, camping and biking opportunities are abundant throughout the Gifford Pinchot National Forest and Mt. Adams area. Water enthusiasts can windsurf on the Columbia or take a rafting or kayaking trip on either the

White Salmon, Little White Salmon or Klickitat Rivers. In the winter, downhill skiing is available at nearby Mt. Hood and cross country trails are maintained throughout the Gifford Pinchot National Forest. Because of its proximity to the Columbia River transportation corridor, White Salmon offers unique opportunities for progressive industrial development. White Salmon has access to nearby barge, train, air transport and interstate highways - all leading to Pacific Rim ports and other major transportation arteries.

The City of White Salmon continues to invest in the retail-tourism sector. Windsurfing and other recreational activities have helped to bolster the City's retail economy. In general, the area's farms, orchards, gardens, cattle, llamas, logging mills, fishing and hunting provide a special and diverse way of life for local residents. Major employers include Insitu, Inc.

The White Salmon Valley School District operates three schools, grades K-12, with a total enrollment of approximately 1250 students.

THE CITY

The City of White Salmon (population 2,235) utilizes the Mayor/Council form of government and provides a full range of government services. The part-time Mayor and five



City Council members are each elected for four-year terms, all representing the community at large. The Mayor provides leadership to city administration and implements the policies and ordinances of the City Council. White Salmon is currently served by Mayor David R. Poucher who was elected in 2008. The City has an annual budget of \$6,678,594 and 17.35 FTEs.

City departments include:

Police

The Police Department has 6 commissioned officers, including the Chief, and 1 FTE police/clerk. In addition to providing police services to the City of White Salmon, the Department also provides services to the City of Bingen.

Fire

The White Salmon Fire and Rescue is a volunteer department with a part-time fire chief and 30 volunteers, and responds to approximately 50 calls a year. Emergency Medical Services are provided by Skyline Ambulance Service, which is based out of White Salmon at Skyline Hospital.

Public Works

Public Works has 8.45 FTEs, including the Public Works Director and Operations Manager. Services include domestic water, waste water, streets, parks and project management.

Finance/Budget

Finance/Budget has 1.65 FTEs and is responsible for the City's budget and accounting functions, including utility billing and City Clerk duties.

Planning

The planning function does not currently have any permanent FTEs assigned. Any duties beyond current staff capacity are handled by a contract planning consultant.

Legal

The City utilizes a contract City Attorney and is currently represented by Kenneth Woodrich.

The City of White Salmon's vision is "a friendly and safe family-oriented community where a vibrant small town benefits from the natural beauty, heritage and recreational opportunities of the Columbia Gorge." White Salmon also envisions itself with a high quality of life, small hometown character, community pride, investment in children, investment in seniors, thriving economic climate, and quality government services.

THE POSITION

This is a new position for the City of White Salmon. The new City Administrator/Public Works Director assists the Mayor, City Council, all departments and the community in achieving the community's vision, delivering quality public services, providing organizational leadership, support, and oversight, and being responsive to citizens. The department directors report to the City Administrator/Public Works Director, as delegated by the Mayor. The City Administrator/Public Works Director, under direction of the Mayor, represents the City to other jurisdictions, the community, and public and private agencies and institutions. The Mayor and City Administrator/Public Works Director will work together closely as a team.

The City Administrator/Public Works Director, in addition to managing the daily administrative activities of the City, will also manage the Public Works Department. Additionally, the City Administrator/Public Works Director will be responsible for making recommendations and implementing financial programs and policies, submitting a balanced budget to the Mayor and City Council, and creating and maintaining effective strategic and comprehensive land use and capital facility program improvements.

ISSUES FACING THE CITY

Water Rights and Water Source – The City had historically used surface water as its domestic water supply. A number of years ago the City drilled several wells in an attempt to establish a new water source. The wells have proved to be costly and have produced less than expected levels of production. The City is now in the process of reestablishing its ability to use a local creek as a water supply. This will be an important priority for the City Administrator/Public Works Director.

General Fund Budget Issues – As with many cities in the northwest, the City is experiencing substantial financial pressure on its general fund. The new City Administrator/Public Works Director will need to be especially attentive to the financial health of this fund.

Grants – With the current recession and the lack of local revenues, grants are an important opportunity for the City. The new City Administrator/Public Works Director will be expected to actively identify and pursue granting opportunities.

THE DESIRED CANDIDATE

The ideal candidate will enjoy working in a small town environment and will have been a successful City Administrator/Public Works Director, City Manager, or Department Head in a comparably-sized city. He/She will have had previous experience in an organization recognized for excellent customer service and continuous improvement. The candidate will have a proven track record of delivering results, building accountability for staff and creating a positive working environment characterized by innovation and collaborative teamwork with department directors.

They should also have a strong background in progressive management practices and should provide a supportive work environment where department employees can work with autonomy, but remain accountable for their areas of responsibility. They should also be visionary, very team oriented, and collaborative. The selected candidate should be approachable by city staff, the community and other governmental organizations. They should also establish an atmosphere of mutual respect and cooperation within the overall city organization.

The candidate will have an active role in the community, participating in local organizations. They will have open communications with citizens, be able to bring people with diverse views together, and have the ability to mitigate tough situations. Given the small town atmosphere in White Salmon, the new City Administrator/Public Works Director must be willing to bump into citizens at the local coffee shops, on the street, and in other informal settings.

Additionally, the selected candidate must be able to recognize internal talent and be willing to mentor and coach individuals in their careers. The selected candidate will be receptive to new ideas, promote excellent customer service and encourage creative solutions. The City Administrator/Public Works Director must be a good listener who consistently works well with personnel throughout all levels of the organization and who can be relied upon to work proactively with city residents, the development community, and other agencies. The selected candidate must be an effective communicator, both orally and in writing.

Candidates will have a proven track record of delivering results and building accountability for staff. This individual will possess strong

management skills and be capable of making tough decisions in a timely manner. The ideal candidate will also bring an appropriate sense of humor and a “can-do” attitude to their leadership.

EXPERIENCE AND EDUCATION

Candidates should have a minimum of five years of progressively responsible senior management experience in municipal or county government, preferably with at least three to five years as a successful City or County Manager/Administrator or as an Assistant, Deputy, or other senior management level position. A bachelor's degree in public administration, business or related field is required, with a history of continuing educational and professional development. A master's degree or its equivalent is a plus, but not required.

COMPENSATION & BENEFITS

- **\$65,000 to \$85,000**
- Contract with Severance Compensation
- Vacation leave
- Sick leave
- Ten holidays and one personal holiday per year
- Fully Paid Family Medical, Dental & Vision coverage
- Life insurance
- Participation in the State of Washington PERS retirement system
- Voluntary Deferred Compensation Plan



For more information about the City of White Salmon, please visit:
www.cityofwhitesalmon.doodlekit.com

*The City of White Salmon is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **April 18, 2010** (first review, open until filled). To apply, please send a letter of interest, resume, completed application, and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or mail to the address below. The application form and supplemental questions can be found at www.prothman.com.*

PROTHMAN

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