



CASCADE LOCKS

City of Cascade Locks
Oregon

CITY ADMINISTRATOR

\$90,000 - \$115,000

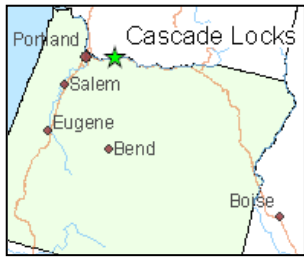
Plus Excellent Benefits. Total Compensation Package valued up to \$165,000

Apply by
June 7, 2026
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Cascade Locks (pop. 1,415) is a small city located in Hood River County, Oregon, within the Columbia River Gorge National Scenic Area, approximately 45 miles east of Portland.

Positioned along the Columbia River, Cascade Locks serves as both a residential community and a gateway to one of the Pacific Northwest's most recognized natural corridors.

The community is set at river level within the Columbia River Gorge, surrounded by steep forested cliffs, basalt formations, and a network of waterfalls that define the region's landscape. Elevations rise quickly from near river level to over 3,000 feet in the surrounding terrain. The area experiences a transitional climate influenced by marine and inland conditions, with mild, wet winters and warm, dry summers.



Recreation is a defining element of life in Cascade Locks, as the city sits along the Pacific Crest Trail and offers direct access to hiking, fishing, boating, and windsurfing. Cascade Locks is also known as one of the best sailing venues in the world. Small classes of sailboats come for the wind and the wide pool formed behind the dam. Other nearby recreational destinations include Mount Hood, the Columbia River Gorge waterfalls, and the Oregon Coast. Additionally, Marine Park and the Port of Cascade Locks provide waterfront gathering spaces and event venues.

Outdoor recreation here is shaped by the unique geography of the Columbia River Gorge, where consistent thermal winds funnel through the canyon, creating world-class conditions for windsurfing and kiteboarding. The stretch of river near Cascade Locks offers a balance that appeals to both advanced and intermediate riders, with steady wind, manageable swell, and access points that are less congested than busier areas like Hood River. The protected "pool" behind Bonneville Dam is especially valued by sailing schools and small craft enthusiasts for its relatively calmer waters, making it well suited for training, regattas, and recreational sailing.

Canoeing and flatwater paddling are equally popular in the calmer sections of the Columbia River, which supports long, scenic paddles with views of basalt cliffs, forested slopes, and passing wildlife. Paddlers can launch from Marine Park and explore quieter inlets or follow the shoreline for a more sheltered experience, while nearby tributaries and Gorge stretches provide opportunities for more technical paddling within a short drive.



Cascade Locks also holds national recognition for land-based recreation, and is designated as an International Mountain Bicycling Association Trail Town Destination. The City is one of only 28 communities in the United States with this distinction. This designation is due to a strong and growing network of nearby trails, including purpose-built singletrack and access to expanding regional systems that accommodate a range of skill levels. Riders benefit from forested terrain, elevation change, and scenic viewpoints, all within minutes of town.

The City's proximity to Mount Hood further expands recreation into year-round opportunities. Located roughly 45 miles south, Mount Hood offers alpine skiing, snowboarding, mountaineering, and extensive hiking and biking trails in warmer months. This close connection allows residents and visitors to experience both river-based and mountain-based recreation within the same day, reinforcing the area's role as a multifaceted outdoor destination.

The city is served by the Hood River County School District, with access to additional educational and employment opportunities in Hood River and the greater Portland metropolitan area. Interstate 84 provides primary regional connectivity, while the Historic Columbia River Highway offers a scenic alternative route linking communities throughout the Gorge.

With a close-knit community where residents value visibility, engagement, and approachable leadership, Cascade Locks is a quiet and scenic Columbia River Gorge community, where natural surroundings and civic connection support both livability and public service.

THE CITY

The City of Cascade Locks operates under a Council-Manager form of government with a weak-mayor structure. Legislative and policy authority rests with the City Council. The City Council establishes policy, adopts ordinances and the budget, and retains authority over key administrative decisions, including personnel actions. The City Administrator serves as Chief Administrative Officer and is responsible for implementing Council direction and managing daily operations. The City operates on a 2025-2026 budget of \$16,445,668 with 15 FTEs. City departments include Administration, Finance, Public Works, and Fire and Emergency Services. Law enforcement services are provided through a contract with the Hood River County Sheriff's Office. The City also owns and operates a municipal electric utility. Power is purchased from the Bonneville Power Administration and distributed locally. The utility represents a significant enterprise function and provides a stable source of revenue relative to cities of similar size.

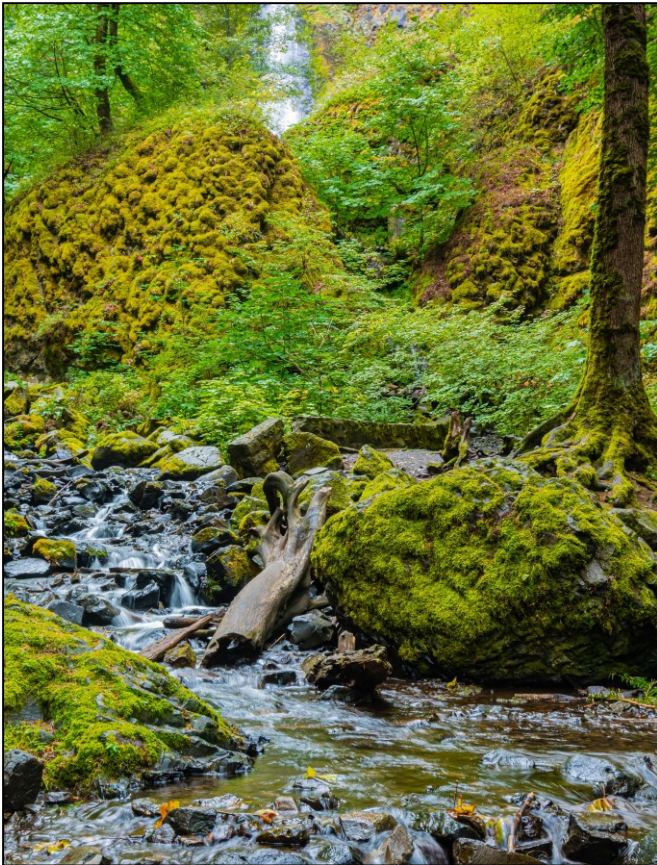


THE POSITION

The City Administrator serves as the Chief Administrative Officer of Cascade Locks, reporting directly to the Mayor and City Council and overseeing all City operations in accordance with the City Charter and applicable laws. The City Administrator provides overall leadership, direction, and coordination of City departments, ensuring effective service delivery, fiscal responsibility, and alignment with Council priorities. This position Administrator functions as the central link between policy and implementation, advising elected officials while managing day-to-day municipal operations.

Key responsibilities include directing departmental activities, administering the City's budget, overseeing public utilities and contracts, and ensuring compliance with ordinances and regulations. The Administrator attends Council meetings, prepares reports and recommendations, and supports Council decision-making on both routine and complex policy matters.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit www.prothman.com.



OPPORTUNITIES & PRIORITIES

Advancing Financial Stewardship and Stability:

The City of Cascade Locks is well-positioned to build on its current progress in completing outstanding financial audits and formalizing clear policies and procedures. This work presents an opportunity to reinforce strong financial management practices, enhance transparency, and ensure long-term organizational stability. The City's municipally owned electric utility, a rare asset among Oregon communities, provides a stable and reliable revenue source that can be strategically leveraged to support priority initiatives and future investments.

Strengthening Community Connection and Local Presence:

The next City Administrator will have the opportunity to foster a visible and engaged leadership presence within the community. Building strong relationships with residents, stakeholders, and regional partners will reinforce trust and accessibility. A commitment to being part of the community will support continuity and align leadership with community expectations and values.

Leveraging Location and Lifestyle Advantages:

Cascade Locks' setting in the Columbia River Gorge, combined with proximity to the Portland metropolitan area, Mt. Hood, and the Oregon Coast, offers a distinctive advantage. This unique combination of small-town character and access to diverse recreational and economic opportunities enhances both community vitality and the City's ability to attract and retain talent.

Partnering with a Cohesive Governing Body:

The Mayor and City Council have established a collaborative and cohesive working environment, with adopted goals guiding the 2025/2026 period. The City Administrator will play a key role in supporting this alignment by providing clear, concise information and helping to guide decision-making across a range of issues. This includes facilitating thoughtful consideration of both routine matters and more complex or high-visibility topics, while maintaining steady progress toward adopted priorities.

Supporting a Dedicated Workforce:

Cascade Locks benefits from a team of experienced employees who are deeply committed to their community. The City Administrator will have the opportunity to support and empower this workforce by fostering a positive organizational culture grounded in collaboration, communication, and shared purpose.

Clarifying Role and Strengthening Governance Alignment:

The City Administrator role in Cascade Locks carries distinct responsibilities as defined in the City Charter. This provides an opportunity to reinforce clarity in governance structure, ensuring alignment between administrative leadership and Council expectations. Supporting a shared understanding of roles and responsibilities will contribute to effective execution of City initiatives and sustained organizational momentum.

Enhancing Operational Leadership and Service Delivery:

The City offers an opportunity to apply and expand expertise in municipal operations, particularly in finance, budgeting, and capital project delivery. Drawing on experience working with elected bodies, the City Administrator will support effective governance and implementation of Council priorities. Diverse professional backgrounds, including city administration, finance, or public works, can contribute to continued operational excellence.

**IDEAL CANDIDATE****Education and Experience:**

A bachelor's degree in public or business administration, and five (5) years of progressively responsible administrative experience, preferably in municipal government; or any equivalent combination of experience and training which demonstrates the ability to perform the described duties of this position is required. A master's degree in a related field is preferred. Residency within Cascade Locks is strongly preferred, but not required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of municipal finance, budgeting, and financial management practices, preferably within Oregon.
- Understanding of governance structures and experience working effectively with elected officials or boards.
- Ability to prepare and present clear, concise, and informative written and verbal communications to the Mayor and Council.
- Skill in guiding elected bodies through both routine and complex policy matters.
- Knowledge of public sector operations, including familiarity with capital projects and infrastructure considerations.
- Ability to establish trust and maintain strong interpersonal relationships with community members and stakeholders.
- Capacity to foster a collaborative organizational culture and support a high-performing staff team.
- Understanding of the distinct role of a City Administrator within a Council-administrator form of government.
- Ability to align operational execution with adopted strategic goals and policy direction.

COMPENSATION & BENEFITS

- **\$90,000 - \$115,000 DOQ**
- **Total Compensation Valued up to \$165,000**
- Medical: Regency Blue Cross Blue Shield
- Dental: Oregon Dental Service
- Vision: Vision Services Plan (VSP)
- Life, Disability and Long-term Care Insurance
- Oregon PERS – (All employer contribution)
- Voluntary Deferred Compensation Plan
- Voluntary AFLAC Insurance
- Vacation: Monthly accrual based on years of service.
- Personal Days: 2 paid days off per year.
- Sick Leave: Accrual of 8 hours monthly
- Bereavement Leave
- 11 Paid Holidays per year
- Employee Assistance Program
- Cell Phone Allowance



For more information on the City of Cascade Locks and the local community, please visit:

www.cascade-locks.or.us

www.cascadelocks.com

The City of Cascade Locks is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 7, 2026** (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 "Open Recruitments", select "City of Cascade Locks, OR – City Administrator" and click "Apply Online," or click [here](#). 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.

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