

Proposal to provide recruitment services for North Beach Water District's next General Manager



Leadership is Key to the Sustainability of Any Organization

Professionalism, character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!

***P*ROTHMAN**

Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 600 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Co-owner - Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com

Submittal Date: October 17, 2019

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

Pacific City Joint Water-Sanitary Authority, OR – *Authority Manager*
Association of Oregon Counties, OR – *Executive Director*
City of Wood Village, OR – *City Manager*
City of Coquille, OR – *City Manager*
City of Toledo, OR – *City Manager*
City of Vancouver, WA – *Deputy HR Director*
Washington Association of County Officials, WA – *Executive Director*
Lancaster County, NE – *Chief Administrative Officer*
City of Sun Valley, ID – *City Administrator*
City of Moses Lake, WA – *City Manager*
Tualatin Valley Irrigation District, OR – *District Manager*
City of Lincoln, NE – *Health Director*
Port of Benton, WA – *Executive Director*
City of Chelan, WA – *Parks Director*
City of Vancouver, WA – *City Attorney*
Wood River Fire & Rescue, ID – *Fire Chief*

References

Deschutes Valley Water District, OR - General Manager (*just completed*)
Contact - Retiring General Manager, Ed Pugh - 541.475.3849
edson@dvwd.org

Association of Oregon Counties, OR - Executive Director - *in progress*
Contact - Chief Operations Officer, Robb Van Cleave - 503.585.8351
rvanleave@oregoncounties.org

League of Oregon Cities, OR - Legislative Director
Contact - General Counsel, Patty Mulvihill - 503.588.6550
pmulvihill@orcities.org

Water & Sewer Risk Management Pool, WA - Executive Director
Contact - General Manager Sammamish Plateau Water, Jay Krauss - 425.295.3237
jay.krauss@spwater.org

Jefferson County, OR - Community Development Director, Health Director, Public Works Dir.
Contact - County Administrative Officer, Jeff Rasmussen - 541.475.2449
jeff.rasmussen@co.jefferson.or.us

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

BILL McDONALD - PROJECT LEAD

Bill is a senior consultant and has been associated with the Prothman team for over 15 years. With 42 years of experience in local government in Washington and Oregon, nearly 30 years of experience as a City Manager/Administrator, Bill's past service includes City Manager, Puyallup, WA, City Administrator, DuPont, WA, Interim City Manager, Fircrest, WA, City Manager, Snohomish, WA, and Clatskanie, OR, County Commissioner, Columbia County, OR, Assistant to the City Manager, Milwaukie, OR, and Criminal Justice Planner in Clackamas, OR. Bill has an MPA from Portland State University. His awards include the 2010 Excellence Award from the Washington City/County Management Association.

STEVE WORTHINGTON - PROJECT SUPPORT

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving his second 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council, a member of the Association of Washington Cities Legislative Task Force and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

SONJA PROTHMAN - PROJECT SUPPORT

As Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 12 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

BARRY GASKINS - PROJECT SUPPORT

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

JARED ECKHARDT - PROJECT SUPPORT

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington, earning his BA in Communications.

Executive Director / General Manager Recruitments

Deschutes Valley Water District, OR - *General Manager*
Sallal Water Association, WA - *General Manager*
Lake Cushman Maintenance Co., WA - *General Manager*
Woodinville Water District, WA - *General Manager*
Lake Whatcom Water & Sewer District, WA - *General Manager*
Washington Association of Water & Sewer Districts, WA - *Executive Director*
King County Water District 90, WA - *Operations Manager*
Snohomish County PUD, WA - *Assistant General Manager*
King County, WA - *Director of Adult & Juvenile Detention*
Island Transit, WA - *General Manager*
League of Oregon Cities, OR - *Legislative Director*
Tualatin Valley Water District, OR - *Chief Executive Officer*
Eastern Sierra Transit Authority, CA - *Executive Director*
PenMet Park District, WA - *Executive Director*
Spokane Regional Transportation Council, WA - *Executive Director*
SW Regional Transportation Council, WA - *Executive Director*
Whatcom Transportation Authority, WA - *General Manager*
Port of Walla Walla, WA - *Executive Director*
Lewis County Transportation Benefit Area Authority, WA - *General Manager*
Intercity Transit, WA - *General Manager*
Grays Harbor Transit, WA - *General Manager*
Ben Franklin Transit, WA - *General Manager*
Cowlitz-Wahkiakum Council of Governments, WA - *Executive Director*
Washington Association of County Officials, WA - *Executive Director*
Washington Counties Risk Pool, WA - *Executive Director*
Snoqualmie Pass Utility District, WA - *General Manager*
Snyderville Basin Special Recreation District, UT - *District Director*
Port of Walla Walla, WA - *Executive Director*
Local Government Personnel Institute, OR - *Executive Director*
Paine Field, Snohomish County Airport, WA - *Airport Director*
Southwest Clean Air Agency, WA - *Executive Director*
East Multnomah Soil & Water Conservation District, OR - *Executive Director*
eCityGov Alliance, WA - *Executive Director*
MRSC, WA - *Executive Director*
Des Moines Pool Metropolitan Park District, WA - *District Manager*
Eastside Baby Corner, WA - *Executive Director*
CAM-PLEX, Gillette, WY- *General Manager*
Issaquah Food/Clothing Bank, WA - *Executive Director*
Snohomish Health District, WA - *Deputy Director*
AWC, WA - *Chief Executive Officer*

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client

Date	Topic
Weeks of October 21 & 28, 2019	Gather information for position profile, travel to North Beach Water District for stakeholder interviews and send profile for review
November 4, 2019	Post Profile and Start Advertising
November 11, 2019	Send Direct Mail
December 8, 2019	Application Closing Date
Weeks of December 9 & 16, 2019	Prothman screens applications & interviews top 8 - 15 candidates
Week of January 6 - 10, 2020	Work Session to review semifinalists and pick finalists, and design final interviews
Week of January 20 - 24, 2020	Final Interview Process, usually includes an evening reception and next day interviews

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, Oregon, pop. 800, to Troutdale, Oregon, pop. 17,000, to large counties like King County, Washington, pop. 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

Our strategy is to cast the widest net possible to ensure a diverse, qualified applicant pool. We have an aggressive national advertising campaign and our extensive databases allow us to mail the job announcement directly to employees in every city, county, and district in the US. Our recruitment process emphasizes "fit" and we take as much time as needed to meet with your team so that we can learn and understand the experience, qualities and personality traits required for candidates to be successful within your unique organization and community.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research *(Soliciting Input)*

We will travel to North Beach Water District and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next General Manager. We will:

- ◆ Meet with the Retiring General Manager
- ◆ Meet with the Board of Commissioners
- ◆ Meet with Staff
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Targeted Direct Mail Brochures** sent directly to hundreds of highly qualified water management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach and Networking** via emails and phone calls from our database of potential candidates.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you a detailed summary report for the semifinalist candidates and binders which include each candidate's application materials, including resume, cover letter, and supplemental question responses, and the results of the personal interviews and publication search. **We will travel to North Beach Water District (or meet via Skype to save on travel expenses)** and discuss with you what we have learned throughout our screening process. We will review with you the candidates' qualifications and experience, the results of the semifinal interviews and the candidates' strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 5 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting after the finalist candidates have been agreed upon.

4. Prepare Final Interview Process and Materials

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels and an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels.
- ◆ **Evening Reception**
We recommend that you have an evening reception so that all stakeholders have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include suggested interview questions, as well as the candidates' applications, supplemental question responses, and resumes, and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to NBWD and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed.
- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a **General Manager recruitment with a one-year guarantee is \$17,500**. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. North Beach Water District will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites and other advertising (approx. \$1,000 - 1,400)
- Direct mail announcements (approx. \$1,200 - 1,500)
- Interview Binders & printing of materials (approx. \$300 - 500)
- Delivery expenses for Interview Binders (approx. \$150 - 350)
- Consultant travel: Mileage at IRS rate, travel time at \$50 per hour, lodging if required (approx. \$450 - 750 per trip)
- Background checks performed by Sterling (approx. \$150 per candidate)

Expenses are billed monthly.

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

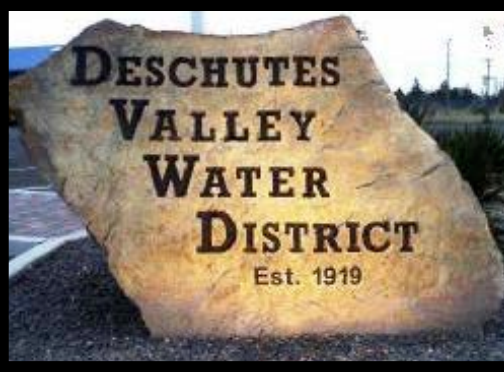
Guarantee

If you follow our process and the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct a replacement search with no additional professional fee, the only cost to you would be the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

EXAMPLE OF POSITION PROFILE



OREGON

GENERAL MANAGER

\$110,000 - \$130,000

Plus Excellent Benefits

Apply by

March 3, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY



Located in the heart of Jefferson County in Central Oregon, Deschutes Valley Water District is headquartered in the City of Madras. The area’s exceptional climate enables residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf and rock climbing year-round.

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

Located in Central Oregon, Madras offers high desert scenery and panoramic views of the magnificent Cascade Mountain Range and many outdoor recreation opportunities. Madras’ low-humidity climate offers over 300 days of sunshine and only 13 inches of precipitation per year, making the area a popular recreation site for cycling, fishing, golf, hiking, camping, rockhounding, and water sports. The area also offers winter sports including skiing and snowboarding just a short drive away.

The nearby Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles are four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings. The community is a blend of industry, agriculture and recreation.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard facility and indoor aquatic center, plus a matrix of walking paths. The City also has a local airport and is home to the Erickson Aircraft Collection – a public museum consisting of a collection of over twenty rare aircraft, most of which are still in flying condition.

Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Los Angeles, and San Francisco. Residents are also just 40 miles from the city of Bend, which offers major shopping, specialized medical care and other amenities.

THE ORGANIZATION

Incorporated in 1919, the Deschutes Valley Water District is a municipal corporation that provides domestic water service to residential and commercial customers as well as water for fire protection. While headquartered in the city of Madras, the District’s service area extends north to the community of Gateway and almost to Warm Springs, and southwest to include the cities of Metolius and Culver, and the surrounding area. Deschutes Valley Water District has 4,300 active service connections that provide water service to approximately 14,000 customers in roughly a 300 square mile area that is 23.5 miles long and 12 miles wide.

The District is operated by 19 employees, an experienced five-member Board of Commissioners serving four-year terms with an annual revenue of roughly \$7,000,000. In 2017/2018 the district sold a total of 1.112 billion gallons of water and sold 26,063,770 kWh of electricity to PacifiCorp. Revenue from PacifiCorp is used to finance District water infrastructure capital improvements.



Opal Springs, which produces 108,000 gallons per minute at 53.8 degrees Fahrenheit with no seasonal variation, and three wells are the sole source of supply of domestic water for Deschutes Valley Water District. Currently there is no filtration or treatment of Opal Springs water of any kind. In 2013 and 2018, the District's water was voted the best tasting drinking water in Oregon at the annual OAWU water conference and is well known as a popular bottled product.

The District operates 400 miles of pipe made from PVC and steel ranging from 1" to 24" diameter. Pumping from four 500hp pumps, two 400hp pumps, one 300hp pump, and three 150hp pumps, the District has roughly 400 fire hydrants, three major pressure zones, three minor boosted pressure zones, and 16,171,000 gallons in 14 covered steel reservoirs.

THE POSITION

Under the direction of the Board of Commissioners, the General Manager is responsible for overall leadership and management of the District's water services, community relations, environmental compliance, engineering, finance, contracting, personnel, field, office, customer service, and other functions.



Main Responsibilities Include:

- Direct supervision of Water Foremen, Hydro Electricians and the Finance Officer.
- Represent DVWD with Federal, State, County and City governments as requested or when it is in the interest of the District.
- Direct the employment of consultants, engineering firms and others to assist the District.
- Represent the District with labor negotiations and legal matters.
- Oversight of budget preparation for hydro and water operations, and annual capital projects. All financial projections, rate analysis, and assessment of debt requirements are reviewed and approved for presentation to the Board.
- Invest reserves as the investment officer and prepare investment resolution annually.
- Provide or oversight of District Engineer duties as needed, including engineering and inspecting new pipelines, submitting an annual summary of projects to the Oregon Health Authority, and preparing and obtaining easements for projects.

OPPORTUNITIES & CHALLENGES

- 1. The Hydro Facility:** The District runs a hydro plant on the Crooked River. The hydro facility has been a major source of revenue over the past thirty-three years. The emerging priority given to alternative sources of energy will result in a significant reduction in these revenues.
- 2. Fish ladder:** The District has been under pressure to provide adequate facilities for fish passage to help enhance the restoration of certain salmon and steelhead species. A major fish ladder project is currently underway but will require attention to ensure its effectiveness satisfying environmental goals.

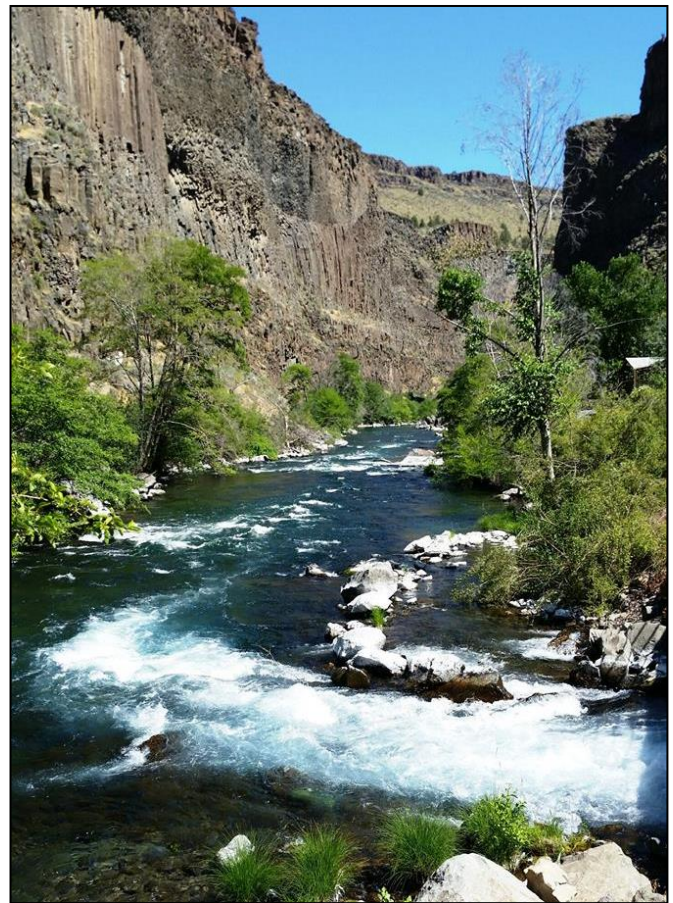
3. FERC License: The District's hydro facility is subject to periodic review by FERC.

4. Water Master Plan and Plan Review Exemption: The Water Master Plan is due for an update by the end of 2020. Currently, the General Manager is a Professional Engineer. The District has secured a Plan Review Exemption for capital projects based on an annual report prepared for the Oregon Health Authority (OHA). This exemption saves the District a \$3300 review fee for each project, which can add up to \$30,000 per year in addition to time delays. It is highly preferred the new General Manager will maintain this exemption.

5. Technology Upgrades: The new General Manager will have the opportunity to evaluate the use of new technology systems and processes such as GIS mapping of infrastructure, asset management software, and the use of the website and social media to inform customers and stakeholders.

6. Financial Transition: The District is currently in good financial health but the reliance on electric generation revenues that are expected to decline in 2021 makes development of a financial transition plan a priority for the future. With the expectation that water rates are going to take a more prominent place in the budget picture, the new General Manager will be expected to provide guidance and assistance to the Board in producing a clear and politically sellable financial plan. Authority for a tax base currently exists and may also be a component of the financial plan.

7. Industry Standard Specs: The District currently manufactures some of its major piping components. A move to more industry standard components for pipes and connections would likely save time and money. Assessment of this issue is an item raised as an operational issue.



IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in engineering, business, or management and at least five years in a CEO or high-level management position directly responsible for water utility operations is required. A P.E. license, a civil engineering degree and Water Distribution 2 certification are all highly desirable.

Preferred Knowledge, Skills and Abilities:

- The General Manager is the face of the District on a day to day basis and must work effectively with the elected Board, other government entities, regulatory agencies, and customers.
- The General Manager must be comfortable speaking to diverse groups including employees, the Board, other agencies and the public. In addition, the General Manager is responsible for preparing and/or approving all written communication to the Board.
- Future capital projects may require some use of revenue bonds. The new General Manager should have experience working with Bond Counsel and underwriters.



- The Board and employees are eager for the new General Manager to be a leader with vision and new ideas. The District has been well managed and is in good financial condition, however the new General Manager is expected to assess the District operation and establish clear expectations and performance targets.
- There is one bargaining unit in the District. Employees receive very competitive wages and benefits and labor relations have been positive. A General Manager with labor relations experience including bargaining and a proactive approach to resolving potential issues is a plus.
- Project management skills are a plus as the District has multiple complex projects either in the capital facility plan or currently underway.
- Knowledge of the regulatory environment for water utility systems is essential. The District has reporting requirements to the Oregon Health Authority, Oregon Fish and Wildlife, and the Department of Environmental Quality. Knowledge of the Federal Safe Drinking Water Act and its requirements is essential.
- Experience with failure analysis to identify and mitigate potential areas of liability would be a plus.
- Knowledge of AWWA operation and maintenance standards and Oregon Public Utilities guidance would be a plus.
- Experience working on water source issues including water rights is important. The District currently has an adequate water supply, but the area is in drought conditions more frequently making source a concern.



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

- **\$110,000 - \$130,000 DOQ**
- Medical, Dental, Vision, & Life Insurance
- Deferred Compensation
- Oregon PERS
- 9 Paid Holidays
- Sick Leave
- Paid Vacation
- Company Vehicle

**Please visit:
www.dvwd.org**

The Deschutes Valley Water District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 3, 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** 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.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



OREGON

AUTHORITY MANAGER

\$85,000- \$125,000

First Review: **October 27, 2019** (Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Authority Manager** position for the **Pacific City Joint Water-Sanitary Authority** in **Oregon**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other public utility management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

PROTHMAN



WHY APPLY?



Located in Pacific City along the Oregon Coast in south Tillamook County, the Pacific City Joint Water-Sanitary Authority (PCJWSA) sits between Tillamook and Lincoln City on the south end of the beautiful "Three Capes

Scenic Drive". As "The Home of the Dory Fleet," Pacific City has a rich history dating back over 100 years. The area's stunning natural scenery and outdoor recreational opportunities also make the area a unique and beautiful tourist destination. Less than a two-hour drive from Portland and only an hour from Salem, residents and visitors enjoy the perks of small-town life with major urban cities nearby.

This is an excellent opportunity for a talented public or private sector utility professional to apply their skills, knowledge base, and innovative abilities to serve and make a difference in a historic and close-knit community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

THE COMMUNITY

Situated on the Oregon Coast where the Big Nestucca and Little Nestucca rivers meet the Pacific Ocean, Pacific City has a permanent population of roughly 1,250, with summer seasonal peaks reaching up to 7,500. The region is home to Oregon's tallest Haystack Rock at Cape Kiwanda and offers many other incredible sight-seeing opportunities. Residents and visitors enjoy endless outdoor recreation opportunities including exploring a number of state and county parks, as well as miles of BLM and US Forest Service lands. Options abound for hiking, hunting, cycling, surfing, fishing, boating, birdwatching, kayaking, horseback riding and a variety of other activities on the rivers or in the forests. The Three Capes Scenic Drive begins in Pacific City and is one of the most popular and spectacular stretches of scenery on the entire West Coast.

Pacific City has several restaurants from Asian, authentic Mexican, a bakery, family dining, and an award-winning brewery located at Cape Kiwanda. Pacific City also boasts its own hometown vintner, galleries, gift stores, grocery store, paddle board rentals and a branch of the Oregon Coast Bank.

A short drive to the south is Lincoln City, home to a Nationwide Outlet Mall and the Chinook Winds Casino which features various gaming opportunities, live entertainment and multiple fine dining options. A short drive to the north is Tillamook, home to the Tillamook Creamery, known for some of the world's best ice cream as well as cheese, and the Blue Heron French Cheese Company. Numerous family dairies dot the landscape and the Tillamook County Fair is widely regarded as one of the best in Oregon.

THE ORGANIZATION & POSITION

The PCJWSA is governed by a five-member Board of Directors of whom two or three sit for re-election every two years. The Authority serves approximately 1,400 homes and businesses in a 2.7 square mile area within the unincorporated community of Pacific City and Woods.

PCJWSA's system currently produces around 90 million gallons of water each year using six wells and an above ground source. The Authority has a holding capacity of more than one million gallons. PCJWSA operates on a FY 19/20 budget of \$9.1 million with 9 full-time employees. The District is fortunate to have a Board of Directors who work well together, are experienced, and have a good understanding of the requirements for ensuring a well-run water and wastewater utility.

Under the general direction of the Board of Directors, the Authority Manager is responsible for water and sanitary services provided within the PCJWSA service boundary (roughly equivalent to the Pacific City-Woods Community Growth Boundary), including related financial, administrative, operational, and technical management.



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