

**Proposal**  
for  
**City Manager**  
**Recruitment Services**



**Leadership is Key to the Sustainability of Any Organization**

*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**

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western half of the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

## **OUR EXPERTISE**

**Firsthand Knowledge of Local Government:** Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 650 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 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.

## **OUTREACH EXPERTS**

**Our Ability to Connect to Potential Candidates is Unmatched!** Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

## **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.

## **CONTACT INFORMATION**

Owner/CEO: 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: August 11, 2023

## **COMMITMENT TO PROVIDE SERVICE**

Prothman commits to performing all services represented in this proposal.

## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

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### **Steve Worthington - Project Lead**

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor, as well. Prior to retirement after six 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 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.

Steve is currently the lead consultant on Hood River County, OR - County Administrator and City of Madras, OR - City Administrator recruitments, and, recently, the City of Grandview, WA - City Administrator and the Columbia 911 Communications District, OR – Chief Financial Officer recruitments. Beyond the many clients Steve has served in Oregon since 2012, Steve also travels to and from Bend, Oregon, to visit his son and grand babies who live in the region.

### **Sonja Prothman - Project Support**

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 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 has been a key member of the Prothman team for 18 years and is responsible for office and 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.

### **Jared Eckhardt - Project Support**

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

## AVAILABILITY & SCHEDULE

We are ready to start when you are!

### SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
<b>Weeks of August 28 &amp; September 4, 2023</b>	<b>Meet for stakeholder interviews. Gather information for position profile. Send profile for review and edits.</b>
September 11, 2023	Post Profile and Start Advertising
September 18, 2023	Send Direct Mail
October 15, 2023	Application Closing Date
Weeks of October 16 & 23, 2023	Prothman screens applications & interviews top 6 - 12 candidates
<b>Week of October 30, 2023</b>	<b>Meet for the Work Session to review semifinalists and pick finalists, and design final interviews</b>
<b>Week of November 13 or 20, 2023</b>	<b>Final Interview Process</b>

## 2023 OREGON CLIENTS

Cannon Beach Fire & Rescue, OR - Fire Marshal  
Douglas County, OR - Deputy District Attorney 1, 2, & 3  
City of Fairview, OR - Engineering Manager and Senior Accountant  
Hood River County, OR - County Administrator  
Lincoln County, OR - Public Works Director  
City of Madras, OR - City Administrator  
City of McMinnville, OR - City Attorney  
Morrow County, OR - County Administrator  
Columbia 911 Communications District, OR - Chief Financial Officer

## REFERENCES

**Jefferson County, OR** – Finance Director, HR Manager, Building & Grounds Director, Community Development Director, Health Director, Public Works Director  
Contact: Jeff Rasmussen, County Administrative Officer  
jeff.rasmussen@co.jefferson.or.us, 541.475.2449

**City of Fairview, OR** – Engineering Manager, Senior Accountant  
Contact: Philip Morley, City Manager  
morleyp@ci.fairview.or.us, 503.674.6221

## **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 21 years. We have worked for small organizations like the City of Yachats, Oregon, (population 1,000), to medium sized cities like South Lake Tahoe, California, (population 22,000), to large organizations like King County, Washington. We understand politics, Board and Council 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.

### **Some of our Executive Management Recruitments - In Progress**

City Administrator – City of Madras, OR; County Administrator – Hood River County, OR; Public Works Director – Lincoln County, OR; City Attorney – City of McMinnville, OR; Aviation Director – Port of Bellingham, WA; Fire Chief – King County Fire District 2, WA; Asst. Public Works Director – City of Box Elder, SD; Administrative Services Director – City of Toppenish, WA; Contract and Grant Administrator – Port of Olympia, WA; Deputy District Attorney - Douglas County, OR; Fire Chief – Adams County Fire Rescue, CO.

## **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 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 City Manager.

We will:

- ◆ Meet with the City Council
- ◆ Meet with the current City Manager
- ◆ Meet with Department Directors, as directed
- ◆ Meet with other staff and 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 and 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 related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week 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 4 to 10 candidates. During the interviews, we ask 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 candidate packets** which include each candidate's application materials and the results of the personal interviews and publication search. We will meet and advise you of the candidates meeting the qualifications, our knowledge of them, and their 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 6 candidates to invite to the final interviews.

**We will discuss the planning and design of the final interview process during this meeting.**

## 4. Prepare Materials and Process for Final Interviews

### **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**
  - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

  - **References**
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

**We will travel to Cottage Grove 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.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## 5. Warranty

### **Repeat the Recruitment**

If you follow the major elements of 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.

## 6. Guarantee

### **Replacement Recruitment**

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

## **FEE & EXPENSES**

### **Professional Fee**

The fee for conducting a **City Manager full recruitment with a one-year guarantee is \$18,500**. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, 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 of the final interviews.

### **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. The City of Cottage Grove will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,500 - \$1,900)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage or airfare, travel time at \$40 per hour, rental car if flying, lodging when needed (approx. \$650 - \$950 per trip)
- Interview Packets and shipping (approx. \$100 - \$250)
- Background checks performed by Sterling (approx. \$170 per candidate)

### **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.

### **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.

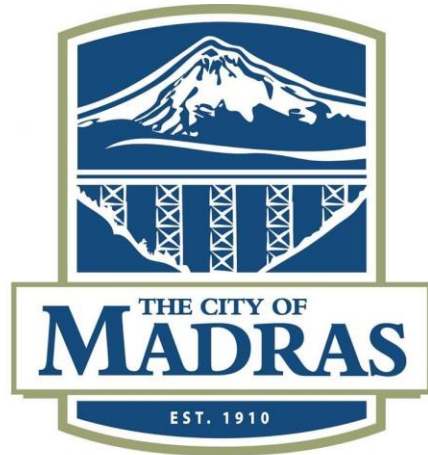
### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.



**EXAMPLE OF POSITION PROFILE**



OREGON

# CITY ADMINISTRATOR

## \$130,613 - \$179,216

*Plus Excellent Benefits*

*Apply by*

**August 6, 2023**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY



The City of Madras is a dynamic organization known for long-range planning, innovative economic development strategies, and progressive development regulations. During the

last 10 years, the City has responded to industrial land supply needs, and leveraged their municipal airport to recruit new industries. Madras has also successfully leveraged assets to recruit new trade-sector businesses to the community. This small city has a reputation for creatively utilizing local, state, and federal funding sources to improve infrastructure and remove barriers to business expansions.

This is a rare and wonderful opportunity to join a team that will help lead a small town's journey through the growth that will make them a larger City and emerging player on the Central Oregon front in a community that offers easy commutes, an affordable housing market, and a family-friendly community.

## THE COMMUNITY

Located in Central Oregon, Madras serves as the County Seat of Jefferson County and is home to 8,070 residents and over 58,000 acres of irrigated farmland. The region offers high desert scenery and panoramic views of the magnificent Cascade Mountain Range along with 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, a branch campus of Central Oregon Community College, movie theater (5-plex), drag strip, circle track, skateboard facility, the Madras Performing Arts Center, Desert Peaks Golf Course, and a modern indoor aquatic center, plus a matrix of walking paths. The City also has a municipal 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. The City also hosts the annual Airshow of the Cascades. Madras is also home to a number of biking trails which are developed and maintained by the Central Oregon Trial Alliance (COTA), which bring a great deal of riders to the area when COTA is holding events.

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. In recent decades, several companies have been drawn to Central Oregon in order to benefit from the lower cost of living, natural and industrial resources, and the strong ethics displayed in the people that make Madras a wonderful place to make fabulous friends, build a successful career, a healthy lifestyle, and become an embedded member of a strong and ever-growing community.

## THE CITY & DEPARTMENT

The City of Madras operates under a Mayor-Council form of government. The Mayor, elected for a two-year term, does not vote except to break ties. The City Council consists of six positions, elected at large for four-year terms. The city operates on a 2023-2024 budget of \$40,249,150 and employs a total of 39 FTEs. City departments include Administration, Airport, Community Development, Finance, Police, and Public Works.

The Administration department consists of a team that provides support for the Mayor and City Council, City Administrator, all city departments, and ultimately for the general public.

The department consists of 3 FTEs, which include the City Administrator, Human Resources/Administrative Director, and the City Recorder/Elections Officer.



## THE POSITION

Under the direction of the Council, the City Administrator is the top executive and operations officer, accountable for accomplishing short-and long-range business, project, and program objectives.

The City Administrator oversees staff functions that include Community Development, Public Works, Municipal Airport, Police/Public Safety, Finance, Human Resources, and Council affairs.

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



## OPPORTUNITIES & CHALLENGES

1. This is an opportunity to blend cultures of private and public views, to work with an active and committed City Council, and to engage in the growth of the city. The incoming City Administrator will build and cherish relationships with external partners and create outcomes that are beneficial for the city and community as a whole rather than any individual or organization.
2. The new City Administrator has the opportunity to develop the next iteration of the city's organizational culture. The past few years have seen several team members move on to new adventures. This has created a rare opportunity to work with and bring together several new executive team members including the Police Chief, City Recorder, Airport Manager and, opening soon, a Public Works Director, and a Finance Director to create a team that works well for, and with the community.
3. The next City Administrator will implement the Mayor and City Councilors goals, prioritize opportunities, and skillfully articulate these goals so that city staff can assist, and so that community members can understand where the city is heading.
4. The City Administrator is expected to take a professional approach which focuses on using and evaluating adopted procedures, keeping a steady hand on the organization, providing project oversight that encourages project management, and using systematic approaches that minimize surprises and smooth out resource demands.
5. Madras continues to see steady growth which presents opportunities and challenges in maintaining and upgrading the infrastructure of the City to adequately sustain the population.
6. The City of Madras contains much undeveloped land and a sizable industrial zone ripe with opportunity for the next City Administrator to assist with economic development.

## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree or equivalent experience in public administration, business, planning, civil engineering, or a related field, and six (6) years of progressively responsible municipal experience is required. A master's degree in a related field is preferred. Demonstrated senior leadership experience is preferred.

### Preferred Knowledge, Skills and Abilities:

- Strategic planning skills to assist City Councilors with goal development and effective outcomes.
- Skill in team building with the ability to provide support and empathy.
- Excellent management skills and proven leadership, which is based on emotional intelligence, accountability, collaboration, and respect.
- Conflict resolution skills with a willingness to address the point of conflict.
- An understanding of economic development strategies in Oregon and urban renewal district management.
- Knowledge and understanding of Oregon local government finances and accounting, budgets and bonds.
- A willingness to engage in the community with the outcome of being recognized as both a leader and a member of the Madras community.
- Negotiation skills that focus on strategic outcomes.
- Knowledge of municipal laws and risk management.
- The ability to interpret data and perform statistical analysis.

The City of Madras is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 6, 2023** (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](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City of Madras, 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.



## COMPENSATION & BENEFITS

- **\$130,613 - \$179,216 DOQ**
- Medical, vision, and dental insurance (85-95% employer paid cost share).
- 100% City paid Oregon PERS.
- Group basic term life insurance.
- Long-term disability insurance.
- Annual Employer HSA account contributions.
- Employee Assistance Plan.
- Generous vacation package.
- Generous executive leave.
- Eight (8) hours per month of accrued paid sick leave.
- Ten (10) paid holidays, including 8 hours floating holiday pay.
- Optional Met Life Accident/Hospital/Critical Illness Insurance.
- Annual \$250.00 employee wellness reimbursement program.
- Retirement/Investment Options with: Oregon Savings Growth Plan, Nationwide, and Mission Square.
- Moving/Relocation expenses or housing allowance may be negotiated.

**For more information on the City of Madras, please visit:**

**[www.ci.madras.or.us](http://www.ci.madras.or.us)**



**[www.prothman.com](http://www.prothman.com)**

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

## EXAMPLE OF INVITE LETTER



**OREGON**

# COUNTY ADMINISTRATOR

## FULL COMPENSATION PACKAGE UP TO \$197,000 DOE

*Updated Salary and Benefits Information*

First Review:  
**September 10, 2023**  
*(Open Until Filled)*

Apply at [www.prothman.com](http://www.prothman.com)

Dear Colleague,

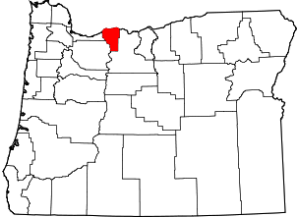
Prothman is currently recruiting for the **County Administrator** position for **Hood River County, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

**PROTHMAN**



## THE COMMUNITY



Nestled on the northern Oregon border between Multnomah, Clackamas, and Wasco County, Hood River County is a scenic wonderland of natural beauty. Just 60 miles from

Portland, residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer - and best of all, the warm, friendly people. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

Established in 1908, Hood River County covers 534 square miles and has a population of about 25,000 residents. Named for the Hood River, a tributary of the Columbia River, the county is located in the northern, central section of Oregon, on the eastern edge of the Cascade Range. The stunning snow-capped Mount Hood and the Columbia River Gorge provide a famous backdrop, making it one of the most visually attractive areas in the Northwest.

The Hood River valley is a top producer of apples, pears, and cherries, with the county growing more winter pears than any other county in the United States. This agricultural richness combined with the county's scenic setting has made it a famous destination for tourists to drive or bike the famous Fruit Loop, a 35-mile tour featuring family farms, fruit stands, wineries, and other local attractions. The area is also a tourist hotspot for its world-renowned strong, warm summer winds that have allowed Hood River County to enjoy the title of windsurfing capital of the world. Additionally, the county offers outdoor enthusiasts opportunities for kiteboarding, stand-up paddleboarding, mountain and road biking, hiking, whitewater kayaking and rafting, rock climbing, fishing, and world-class skiing, snowboarding, and snowshoeing.

Hood River County is home to several communities, including Hood River, Cascade Locks, Mount Hood, Odell, and Parkdale. Hood River is the largest city and county seat, with a population of just under 8,400. The valley is also home to two 18-hole golf courses and can see its population soar to over 20,000 on busy weekends.

## THE COUNTY

Hood River County is a Home Rule County with an approved Charter voted on by the citizens of Hood River County. An elected Board of Commissioners, including Chair, represents four districts in the County and sets policy. The Commission appoints a County Administrator to manage operations and oversee the many departments of the County. County departments are managed by department directors, and include: Health, Forestry (which includes Tree Farm, Timber Sales, Forest Management, and Recreation Trails), Public Works (which includes Engineering, Road Maintenance, Road Permits, Parks & Buildings, and County Surveyor), Community Development, Elections, Records & Assessment, Prevention Department, Budget & Finance, Sheriff's Office, 911 Dispatch, District Attorney's Office, Justice Court, Juvenile Department, Parole & Probation, Human Resources, and Administration.

The County maintains an average employment of 150 FTEs. In addition, the 2022-2023 General Fund Balance of Hood River County stands at \$47.6 million and includes \$3.3 million in timber revenue and a five-year law enforcement operating levy that expires in June 2025.

## THE POSITION

Working under the Board of Commissioners, the County Administrator manages the administrative activities of the County, provides public services to the citizens of Hood River County, and ensures compliance with all federal, state, and local laws; recommending policies to the Board regarding County operations. Administrative activities include managing nine department directors and coordinating with three other elected officials who manage County departments.



**Please visit [www.prothman.com](http://www.prothman.com) to review the full position profile and compensation package, and to learn more about Prothman.**