

FINANCE ADMINISTRATOR

City of Scappoose, Oregon



SCAPPOOSE
Oregon

FINANCE ADMINISTRATOR

Salary range \$80,568 - \$124,956 annually
Plus excellent benefits



POPULATION

7,360

CITY BUDGET

Approximately
\$30.1 Million

CITY FTE

36

FINANCE POSITIONS

Finance Administrator
Office Administrator
Court Administrator
Assistant to
the City Manager

COMMUNITY

Beautiful Natural
Environment
Small-town Charm
Safe
Outdoor Recreation
Family Friendly

THE COMMUNITY

The City of Scappoose (population 7,360) is a small town in the heart of a Pacific wonderland surrounded by lush green forests, the majestic Columbia River, and panoramic views of the Cascade Mountains. Scappoose's location provides the best of urban and rural worlds offering convenient access to Oregon's coast, mountains, wine country, and the urban amenities of the Portland metropolitan area. Nearby, residents enjoy access to parks, trails, and rivers for outdoor recreation. The Crown Zellerbach trail, a rails-to-trails project, offers hiking, biking, and horse-riding amenities with beautiful views and historical interpretive signs.

Historically an agricultural and logging community, the Scappoose economy is positioned for growth with emerging, existing, and relocating businesses building a diverse economic base. Businesses are supported by a public use airport and the Oregon Manufacturing Innovation Center (OMIC) that conducts research and development for manufacturing industries through a partnership of industry, higher education, and government. A small, quaint, and growing commercial district offers restaurants, grocery and other retail, and a new Portland Community College campus.



Scappoose is a welcoming community with a small-town feel where residents take pride in their community. Scappoose has a safe, family-friendly atmosphere, with a growing park system that offers play structures and extended walking trails as well as a library. Several annual and special town events offer gathering opportunities such as a farmers' market, movies in the park, and the town's 100-year anniversary that occurred this year. The City also holds an Annual Town Meeting which brings residents together to celebrate the town's history as well as engage in planning for the future. The Scappoose School District offers high-quality K-12 education and enjoys a community that actively supports and engages with the school.

THE ORGANIZATION

The City of Scappoose employs a council-manager form of government with the City Manager appointed by the Mayor and six-member City Council. The City Manager is the city government's administrative head and is responsible for all city business administration. The current City Manager was promoted to the position in August 2021.

City departments are comprised of Administration (including Finance), Police, Community Development, and Public Works. The City employs 36 full-time employees, and its 2021-22 budget is approximately \$30.1 million. Fire and emergency medical services are provided by the Scappoose Rural Fire Protection District. The Scappoose Library District provides library services.

THE POSITION

Under the direction and supervision of the City Manager, the Finance Administrator is a key member of the City's management team and is responsible for managing all

fiscal operations and investments in the City. The Finance Administrator plans, directs, and oversees all City financial responsibilities, supervises the Office Administrator Finance, Office Administrator Courts, and Assistant to the City Manager (which provides support for the City Manager and Finance Administrator) as well as prepares and administers the City Budget in conjunction with the City Manager and Department Heads. Other responsibilities include serving as the City Hall Office Manager, human resource tasks, municipal court, financial reporting, accounts payable, auditing, debt management, budgeting, accounting, utility billing and collections, fixed assets, and payroll.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to fulfill the responsibilities associated with the position by providing highly organized and professional, public resource



management. A deadline-driven and personable demeanor to foster positive organizational change and modernization in line with current best public financial management practices. Value and practice a working leadership style that promotes positive staff morale throughout the organization, emphasizes teamwork, transparency, and accountability. Maintains a management and personal style that confers a high degree of personal integrity, attention to detail, calmness under pressure, personable, respectful of all viewpoints, while providing responsible staff oversight.

- **Professional, modern, and innovating public finance expertise** demonstrated by effective, preferably public sector, financial management experience. Possesses responsible and strategic resource allocation and management skills to foster a professional, ethical, and responsive organizational environment. An ability to maintain and/or enhance City financial systems, tools, and processes to meet current industry practices and maximize efficiencies. A commitment to staying current

in the field and seeking continuing career trainings and other professional development opportunities as much as practicable. Maintains sustainable and competitive personnel benefits packages. Risk management experience is attractive.

- **Excellent communication skills** to provide accurate, effective, and consistent education about City financial information or policy for a range of audiences including staff, City management team, City Council, Budget Committee, businesses, community groups, and citizens. Practices responsiveness, transparency, and empathy in communications with all individuals and/or groups. A respectful and approachable communication style that encourages collaboration and two-way dialogue is important. Utilizes verbal and written communication skills that are clear, substantive, and concise.
- **Skills effectively pursue, manage, and apply multiple fund** resources including General Fund, enterprise funds, grants, state revenue sharing, as well as other from local, state, and federal sources. Experience to independently manage urban renewal district funds to support long term planning initiatives that foster local economic opportunities and plan for growth is important. Strong budget development and financial management skills to allocate resources appropriately for provision of high quality public services while acting as a prudent steward of taxpayer funds. An ability to strategically direct funding to meet City needs and goals with limited resources is essential.
- **Ability to meet current and plan for long term workforce needs** to support the City's delivery of on-going, high quality, public services. Capability to effectively manage day-to-day human resource management responsibilities such as payroll and benefits, personnel, union relations and labor negotiations, and other related tasks is important. Skills to conduct relevant and comprehensive financial and benefit competitive analyses to plan for workforce needs in a growing community. An ability to identify funding resources and sustainable human resource investment strategies to promote employee recruitment, professional growth, and retention with limited resources.



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- **A commitment to collaborative approaches** in the development and management of public resources and contributing professional expertise as an integral member of the City management team. Demonstrate an ability to see the organization-wide perspective and seek team-oriented solutions while being responsive to individual department and personnel needs. An ability to integrate financial policy and budgeting decisions with the City's goals is important.
 - **Appreciation of the Scappoose community attributes** that embrace its motto, "Small Town, Big Community." Understanding of the values of small town living where people care for one another, engage in their community, and gather at local events.

POLICY PRIORITIES

The Finance Administrator will be expected to support, facilitate, and/or implement the following priorities for the Administration and the City organization:

- **Financial policy modernization**
The City of Scappoose has undertaken a number of organizational and system modernizations to enhance financial and personnel management. These recent efforts include shifting from operating on a cash accrual accounting system to a modified accrual system as well as updating the Employee Manual. While the initiatives have largely been completed, the next Finance Administrator will be expected to continue efforts to improve and modernize other processes while providing continuity of appropriate fiscal management and support implementation of new policies with staff. The next Administrator will also support the training and development of the recently hired Assistant to the City Manager to assist with the City's financial management responsibilities.
- **Urban renewal district and infrastructure funds management**
To foster and support economic development in a growing community, the City recently implemented an Urban Renewal District. The next Finance Administrator will serve as Lead Manager for the District and be responsible for implementing the district structure, providing ongoing management including forecasting

revenues, supporting the development of effective and appropriate projects to utilize funds for, and determining the appropriate time horizon for the district to operate. The City has also received a large number of pass through monies and grants for street improvements as well as anticipated American Rescue Plan Act (ARPA) funds to support public works. The Finance Administrator will be expected provide appropriate financial oversight and meet applicable reporting requirements for these funds. The Finance Administrator should be prepared to utilize a broad spectrum of funding approaches to address budget shortfalls to implement the City's Capital Improvement Plan (CIP).

- **Long-term planning and workforce analysis**

The Scappoose community has experienced impactful growth which is increasing service demands and revenue constraints. The next Finance Administrator should be prepared to conduct long term financial planning in collaboration with the City Management Team and Department Heads to ensure sufficient physical and staff resources are available to deliver continued high quality public services. This expectation includes employing creative methods to address funding gaps to meet key infrastructure needs identified in the Capital Improvement Plan (CIP) as well as conducting workforce competitiveness and sustainability analyses to promote retention in an attractive 21st century work environment.

EDUCATION, CERTIFICATIONS, & EXPERIENCE

An equivalent high school education and at least five years of practical, upper-level government experience are required (note: years of experience can include time spent attaining a master's degree). A Bachelor's or advanced degree in Finance, Public Administration, or related field, Certification as a Public Accountant (CPA), as well as previous public sector finance management experience is preferable. Experience and/or training in Oregon budgeting, urban renewal, and human resources is strongly desired. Satisfactory and equivalent combination of education and experience that demonstrates knowledge, skills, and ability to perform the described duties of the position will be considered.



SCAPPOOSE
Oregon

JENSEN STRATEGIES

*The City of Scappoose
is an Equal Opportunity Employer.*

RECRUITMENT PROCESS

Applications Due

Monday, January 10, 2022

Preliminary Online Video Interviews

Week of January 17, 2022

Finalist Interviews and Selection

Week of January 24, 2022

**For additional details, application materials,
and instructions on how to apply, please visit**

[www.jensenstrategies.com/recruitment/
scappoosefinanceadministrator](http://www.jensenstrategies.com/recruitment/scappoosefinanceadministrator)

Questions may be directed to:

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