

# CITY MANAGER

CITY OF SCAPPOOSE, OR



## Why Apply?

This is an exciting and exceptional opportunity to bring your vision, integrity, and passion to the City of Scappoose. Your leadership and management skills will make a meaningful impact on the future of the City and its residents. The new City Manager will benefit from the resources and backing of a supportive city council, dedicated staff, and an engaged community. If you are looking for a friendly community with a great quality of life, Council-Manager governance, and a financially stable City with a positive organizational culture, this may be the right opportunity for you.

# Welcome to SCAPPOOSE



Located 20 miles northwest of Portland, Scappoose is a growing community of 8,010 surrounded by lush forests, rolling hills, and the majestic Columbia River. Residents appreciate Scappoose's small-town feel, tight-knit community, and natural beauty—offering the best of rural living with convenient access to both the Portland metropolitan area and the Oregon Coast.

Despite its proximity to the bustling city, Scappoose maintains a tranquil, small-town atmosphere that attracts residents and visitors seeking a peaceful retreat and to experience Oregon's rich history and natural beauty. The town's historic buildings, such as the Scappoose Creek Inn and the Scappoose Historical Society Museum, offer a glimpse into its past, while the iconic Scappoose Barn stands as a testament to the region's agricultural heritage.

Today, Scappoose is a dynamic hub of opportunity and innovation. Boasting a diverse economy that encompasses agriculture, manufacturing, and a burgeoning tech sector, the city offers a wealth of opportunities for growth and prosperity. 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. The new Portland Community College campus offers educational opportunities for all.

What truly sets Scappoose apart is its strong sense of community. The community comes together to support local businesses and worthy causes, and for annual events like the famers market, Movies in the Park, Earth Day, and Run With Neil. The City has held an Annual Town Meeting for nearly a decade, fostering a tradition of bringing the community together to discuss the most prominent issues in the community.

Scappoose's ideal location offers a classic Pacific Northwest lifestyle that puts residents within reach of Portland, the Pacific Ocean, the Columbia River Gorge, Mount St. Helens, and the Cascade Mountain Range. Portland International Airport (PDX) serves the region 32 miles to the southeast.





# THE CITY OF SCAPPOOSE

Incorporated in 1921, the City of Scappoose operates under a Council-Manager form of government with a Mayor who is elected to a two-year term and six councilors that are elected to four-year terms. The City provides services to a population of 8,010 across 2.75 square miles with a current budget of \$45.5 million and a team of 37.5 FTEs.

City departments include Administration, Finance, Community Development, Police, and Public Works. Fire and emergency medical services are provided by the Scappoose Rural Fire Protection District and the Scappoose Library District provides library services. Scappoose also has an Urban Renewal Agency. City Committees include Economic Development, Parks and Recreation, Budget, and Planning Commission.



## THE CITY MANAGER

Working under the policy guidance and direction of the City Council, the City Manager is the Chief Administrative Officer for the City, providing executive leadership and representation on all matters concerning City government. This position is responsible for planning, directing, managing, and reviewing all activities and operations of the City. This includes coordinating programs, services, and activities among City departments and outside agencies, ensuring the financial integrity of the organization, representing the City's interests, and providing highly responsible and complex policy advice and administrative support to the Mayor and City Council.



## THE IDEAL CANDIDATE

- **Excellent communication skills** to effectively engage multiple audiences including the City Council, staff, other government officials, businesses, community groups and residents. A commitment to being visible and acting with transparency, openness and timeliness when communicating with individuals and/or groups. Possess the ability to break down complex topics so all members of the community can understand them. A respectful and personable communication style that encourages collaboration and two-way dialogue is necessary. Should proactively inform and engage citizens in City activities and decisions that may impact them while maintaining an even-handed approach to differing views and interests and working to build consensus. Will constantly seek new methods or approaches to expand or enhance community engagement.
- **Strong leadership and management abilities** to provide clear direction, effectively manage multiple departments and initiatives, develop and inspire staff, and foster a professional, high functioning and responsive organizational environment. Valuing as well as practicing teamwork, collaboration, transparency and inclusivity with staff and maintaining a personal and management style that is highly organized, approachable, respectful of all viewpoints, patient and friendly. Experience in HR management such as working with unions will be beneficial.

# THE IDEAL CANDIDATE

- **Appreciation of the Scappoose community** attributes that embrace its motto, “Small Town, Big Community.” Promote and live the values of small-town living where people care for one another, engage in their community and gather at local events. Must have an appreciation for the impact of their work for the community. Living in the City or in close proximity is desired.
- **Solid understanding of planning, funding, constructing and maintaining public infrastructure systems** particularly for wastewater/stormwater management and water supply. An ability to effectively lead infrastructure system capital maintenance and current projects, as well as plan to meet the needs of residential, commercial and industrial growth. Will need to effectively work with regulatory agencies, intergovernmental partners and large employers on key infrastructure projects.
- **Strong budget and finance skills and experience** with the ability to take a comprehensive financial approach based on fostering sustainable funding, utilizing a broad spectrum of revenue sources and prudent management of public funds to implement City goals and policies.
- **Ability to cultivate effective Council relations** by proactively supporting the Council in their policy making role. Provide regular and open communication through consistent, neutral, transparent, and collaborative relationships with all Council members. Active awareness of City operations and legal obligations and providing timely Council updates on issues is essential. Support the Council by providing background information needed to establish the framework for goal setting, collaboration and consensus building.
- **Economic and community development planning experience** and/or training to maintain and grow community economic opportunities. Experience managing urban renewal districts and understanding of smart growth, sustainable economies and Oregon land use planning and proven ability to develop and implement long term plans with transparency and inclusivity.
- **Ability to foster and maintain collaborative intergovernmental relationships** with City service providers, state agencies and other local jurisdictions. Will need to establish effective working partnerships on major multi-jurisdictional projects and emergency preparation and response.



# OPPORTUNITIES & CHALLENGES

## **Stormwater/Wastewater and Water Supply Infrastructure**

The City of Scappoose has been planning and upgrading its wastewater/stormwater and water supply infrastructure to maintain these systems and to address community growth. The wastewater treatment plant is currently undergoing a \$20 million multi-year upgrade. The City is exploring future water source options to supplement the City's current supply from wells and dammed creeks. These infrastructure planning and implementation initiatives will require the next City Manager to be knowledgeable about such systems and be able to facilitate addressing associated funding needs and regulatory requirements.

## **Transportation**

In 2019, the citizens of Scappoose passed a local fuel tax to help address paving and other transportation projects. As a result, the City has increased planning and implementation of street and sidewalk improvements to maintain the current system and accommodate new growth. The City is also planning to build two miles of new roads, new trailhead parking, and other street improvements. The next City Manager will need to continue the City's focus on improving multi-modal mobility, foster a connected transportation system, and effectively communicate the City's transportation improvements resulting from the fuel tax to the community.

## **Long-Term Growth Management**

Scappoose is growing. The addition of 400 acres of new industrially zoned property, an urban renewal area, and a growing interest by large employers to locate in Scappoose, brings both opportunities and challenges to manage growth and enhance the community's quality of life. While growth is welcome, it will require strategic approaches to ensure the City can meet increasing infrastructure demands and continue toward fostering the City's goals of smart growth and a sustainable economy. Effective management, and coordination will be needed for multiple elements including infrastructure, land use planning, housing supply and affordability, economic development, public safety, and transportation. To meet this challenge, the next City Manager will need experience and skills in leading strategic and inclusive approaches to build a common vision and direction for Scappoose's future.

## **Community Engagement**

The City of Scappoose wants to enhance its community engagement to increase transparency and opportunities for citizen input in decision-making. The City Manager will be expected to lead this initiative and be a liaison to the community, work to build consensus, and increase awareness and involvement of the citizens in the function of City government. It is expected the next City Manager will take a comprehensive approach to expanding community information-sharing and engagement using available communication tools and venues.

## **Urban Renewal**

The City formed an Urban Renewal District in 2019. As the tax increment funding becomes available, the City Council needs guidance on how to properly use these funds to fulfill the goals of the district. Experience in redevelopment projects especially having working knowledge of tax increment financing will be beneficial.

## **Public Safety**

The City Council and the community desire to have 24/7 police coverage. Current staffing is below the level needed to accomplish this objective. The next City Manager will need to take a lead role in developing a sustainable funding plan as well as working with the police chief and others to develop a plan to recruit, hire and retain quality officers to fully implement a 24/7 patrol and staffing system.

# COMPENSATION & BENEFITS

The City of Scappoose is offering an annual salary range of \$119,149 - \$160,000 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

# EDUCATION & EXPERIENCE

- A bachelor's degree in Public Administration, Planning, Political Science, or related field, and at least eight (8) years of progressively more responsible senior management experience are required.
- Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.
- Master's degree and five (5) years of Public Sector management experience are desirable.



# RESOURCES

[2023-2024 City Budget](#)

[City Master Plans](#)

[City Newsletters](#)



[URA Budget](#)

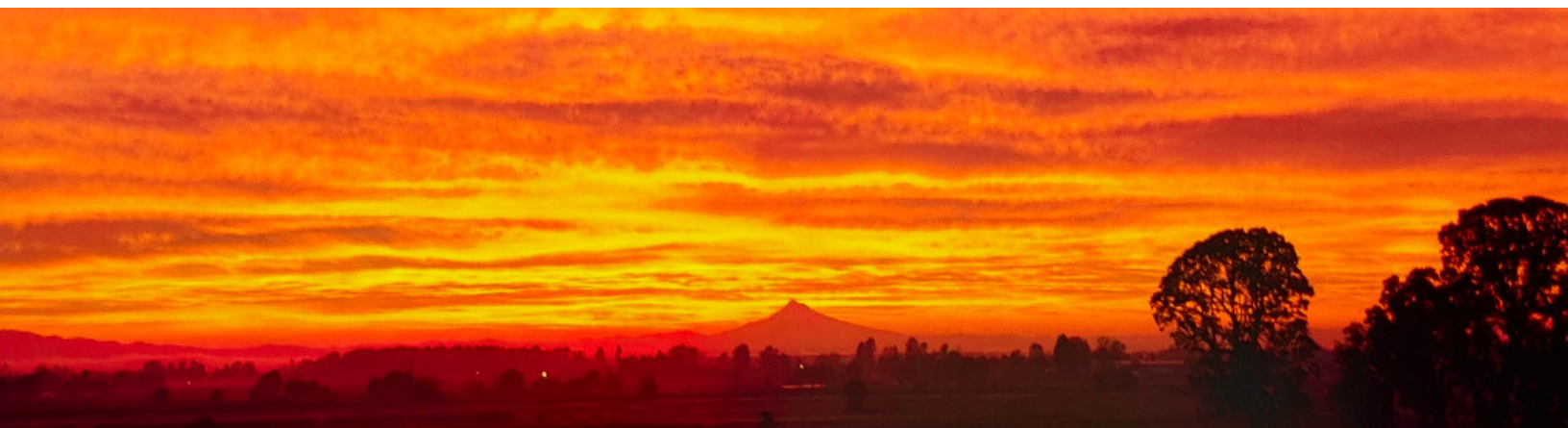
[Municipal Code](#)

[50-year Plan: Vision Statement](#)

[City Org Chart](#)

[City Charter](#)

[South Columbia Chamber of Commerce](#)



## TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **May 5, 2024**

More Info: **Bob Larson GMP Consultants**  
[bob@gmphr.com](mailto:bob@gmphr.com) / (425) 894-8097

