



FINANCE DIRECTOR

City of Hood River, Oregon

FINANCE DIRECTOR

Salary range \$101,273 - \$124,553 annually

Plus excellent benefits



THE COMMUNITY

The City of Hood River (population 8,313), county seat of Hood River County, is located in the heart of the beautiful Columbia River Gorge National Scenic Area. Situated at the confluence of Hood River and Columbia River, just 30 miles north of Mt. Hood, the surrounding area offers a plethora of outdoor recreational sports activities including windsurfing, kayaking, mountain biking, hiking, fishing, golf, and hunting. Diverse culinary establishments, breweries, wineries, performing arts, and public art throughout the City provide an appealing urban environment for residents and visitors. Proximity to the Portland metropolitan region also offers access to larger city amenities.

In addition to the beautiful environment, outdoor recreational opportunities, and the small-town character, there are many other local attractions bringing visitors to the area such as the renowned "Fruit Loop," a 35-mile scenic drive through orchards, forests, farmlands, and wine country. Annual festivals, such as the Hood River Blossom Festival and Hops Fest, as well as concerts, and sporting events attract tourists to the region.

Hood River has a quaint, yet vibrant feel, where residents are friendly and welcoming. The community is vibrant, racially and culturally diverse, a place where residents embody a strong sense of home and are active in their community and civic life. Families enjoy a high quality of life with safe neighborhoods, good schools, a strong local economy, and excellent healthcare. Community outdoor recreation space in the area adds to the active and family-friendly ambience with 16 City owned parks and many others operated by the Port, Hood River Parks and Recreation District, as well as Hood River County. The climate is moderate experiencing all four seasons with mild winters and warm summers.



- POPULATION**
8,313
- CITY BUDGET**
\$41.4 Million
- URBAN RENEWAL BUDGET**
\$6.3 Million
- CITY FTE**
71.6
- FINANCE POSITIONS**
 - Finance Director
 - Administrative Services Officer
 - IT Manager
 - Payroll & Procurement Manager
 - Municipal Court Clerk
 - Utility Billing Clerk
 - Parking & Transient Lodging Tax Clerk
- BENEFITS**
 - Medical/Dental/Vision/VEBA
 - PERS Retirement
 - Life & Disability Coverage
- COMMUNITY**
 - National Scenic Area
 - Outdoor Recreation
 - Moderate Climate
 - Small Town Environment
 - Diversity
 - Agriculture
 - Tourist Destination
 - Civic Involvement



THE ORGANIZATION

The City of Hood River employs a council-manager form of government with the City Manager appointed by the City Council. The Mayor is elected at-large for a two-year term and six Councilors are elected at-large for four-year terms. The City of Hood River, a full-service city, is comprised of six departments including Administration, Finance, Fire, Planning, Police, and Public Works (engineering, parks, roads, stormwater, wastewater, water). The City employs 71.6 full-time employees, and its 2022-23 budget is \$41.4 million. In addition, the City operates an Urban Renewal Agency with a 2022-23 budget of \$6.3 million.

THE POSITION

The Finance Director is a key member of the City's management team and is responsible for all fiscal operations and investments of the City. Serving under direction and supervision of the City Manager, the Finance Director oversees the Finance Department including Information Technology (IT) and the Municipal Court. Within this context, responsibilities include managing the City's financial systems, budget development, financial reporting, auditing, debt management, utility billing, payroll, procurement, investments, and fiscal management of the Urban Renewal Districts. The Finance Director supervises six (6) staff including the Administration Services Officer, IT Manager, Payroll and Procurement Specialist as well as three clerks (Municipal Court, Utility Billing, and Parking and Transient Lodging Tax). In conjunction with the City Manager and Department Heads, the Finance Director prepares and administers the City budget in accordance with Oregon municipal finance law.

THE IDEAL CANDIDATE

The ideal candidate for this position should be a highly capable financial administrator that possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to facilitate and ensure highly organized and professional, public resource management. Practices a working leadership approach that promotes positive staff morale throughout the organization by emphasizing teamwork, transparency, and accountability while providing responsible oversight.



Maintains a management style that is respectful and confers a high degree of personal integrity, attention to detail, calmness under pressure, and friendliness. Takes initiative to assist in decision-making at the City management level. Management abilities to develop an effective team that supports skill building and employee growth is important.

- **Professional 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 maximize efficiency and control. A commitment to staying current in the field including continuing career trainings and other professional development opportunities as practicable. An ability to conduct and communicate revenue projections and strategies. Excellent strategic planning and project management skills to support effective City financial planning and management.



Experience with municipal bonds, state loans, audits, long-term fiscal planning, and urban renewal finance management is highly desirable. Experience in real estate transactions is helpful.

- **Excellent communication skills** to provide accurate, effective, and consistent information about City financial data or policy for a range of audiences including staff, City management team, City Council, Budget Committee, businesses, community groups, and citizens. An ability to communicate complex financial information verbally, in writing, and through presentations. 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 to effectively pursue, manage, and apply multiple fund** resources including General Fund, enterprise funds, bonds, grants, state loans, as well as others from local, state, and federal sources. Experience to independently manage urban renewal district funds to support long term planning initiatives is important. Strong budget development, financial management,

and strategic planning skills to allocate resources strategically and appropriately for provision of high-quality public services while acting as a fiscally prudent steward of taxpayer funds.

- **A commitment to collaborative approaches** in the 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.
- **An appreciation and understanding of the principles related to racial and social equity** is imperative. An ability to support and enhance efforts to develop operational and policy measures that cultivate greater racial and social equity within the City organization and with the community is desired. Fluency in Spanish or other applicable language experience is attractive.
- **Technology skills** to maintain, enhance, and fund City systems and service efficiencies. Ability to effectively oversee City information technology staff and other development work including evaluating and coordinating

implementation of new technology, software tools, process updates, and other technology opportunities that might benefit the City is important. Familiarity with systems or planning related to online payments, water meters, electric vehicles infrastructure, and cybersecurity is attractive.

- **Skills in intergovernmental relations** to maintain and enhance the City's working relationships with peer agencies including but not limited to the City, County, Port, Special Districts, State, and other public agencies. An ability to provide effective financial analysis that contributes to negotiation of clear and cost-effective agreements for service with partner agencies is important.
- **Embraces the Hood River community attributes** that contribute to a lively and engaged public. High regard for small town living in an area that takes pride in its renowned natural beauty, agricultural heritage, and recognition as a prized tourist destination is important.

POLICY PRIORITIES

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

- **Urban Renewal Districts**

The City has successfully used Urban Renewal to foster and support economic development. Of the three current districts, one will close in the next year and another may

be reconfigured with a smaller footprint. The City is in the process of creating a new district that will involve planning related to transportation, affordable housing, parks, and other needs. The next Finance Director will be responsible for sunsetting one district, supporting the two remaining districts, and implementation and management of the new district. This will include providing ongoing financial expertise to support the development of effective financial approaches to projects including financing, planning, forecasting revenues and other relevant financial analyses.

- **Infrastructure Funding**

The City of Hood River has \$51 million in major public infrastructure projects underway or planned over the next five years. These projects include water, sewer, stormwater, and street improvements that will need funding and financial management. The next Finance Director will be responsible for working with the City Manager, Public Works Department, and City Council in developing financing plans for these projects. Skills to provide fiscal planning and management of capital projects and other infrastructure work is important.

- **Long-term Strategic Financial Planning**

The City of Hood River provides a large range of high quality services, including substantial municipal infrastructure that will require long term financial planning to fund continued operations and maintenance



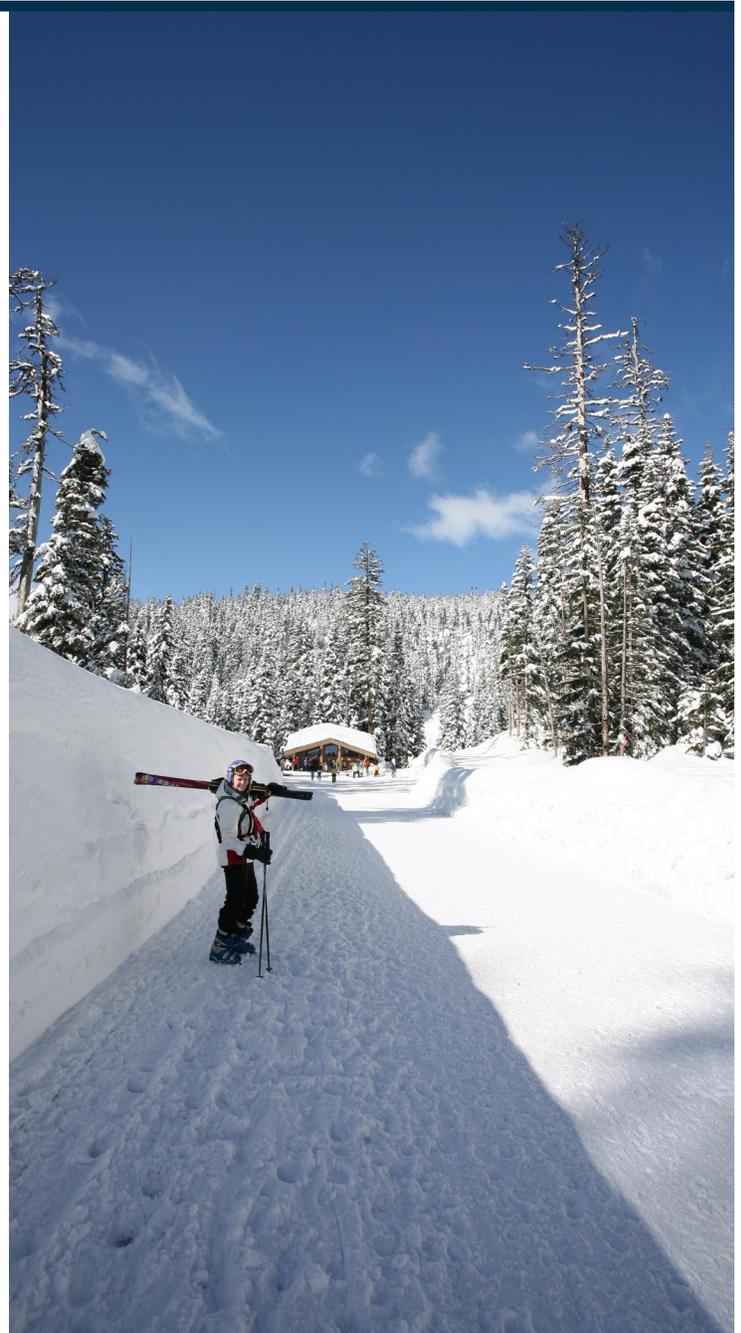
in a growing community. The next Finance Director will be expected to conduct financial strategies, forecasts, reports, and analyses, to support planning for ongoing, sustainable, and/or enhanced service provision. An ability to foster comprehensive and strategic fiscal planning for all City services will be important.

▪ **Affordable Housing Policy Implementation**

Hood River is experiencing a significant shortage of middle income and affordable housing that the City has undertaken substantial policy and financial efforts to address. The next Finance Director will be expected to build upon existing and support development of additional financial strategies to continue the City organization’s efforts, utilizing new and existing resources, to achieve City Council goals in this area.

EDUCATION, CERTIFICATIONS & EXPERIENCE

A minimum of three years’ experience of financial management experiences and Bachelor’s or four-year degree in accounting, business, and/or financial management is required. Five years of experience and an advanced degree in Finance, Public Administration, or related field, Certification as a Public Accountant (CPA), as well as previous public sector finance experience is strongly preferred. Experience and/or training in Oregon budgeting and Urban Renewal fund management is beneficial. Satisfactory and equivalent combination of education and experience that demonstrates knowledge, skills, and ability to perform the described duties of the position may be considered.



RECRUITMENT PROCESS

- Applications Due**Monday, September 5, 2022
- Preliminary Online Video Interviews**Week of September 19, 2022
- Finalist Interviews & Selection**.....Week of September 26, 2022

For additional details, application materials, and instructions on how to apply, please visit www.jensenstrategies.com/recruitment/hoodriverfinancedirector

Questions may be directed to:
 Emily Rehder, Jensen Strategies, LLC
 503-477-5615 or emily@jensenstrategies.com

The City of Hood River is an Equal Opportunity Employer.