



City Manager

CITY OF TROUTDALE, OREGON

\$170,000 to \$210,000 annually plus excellent benefits



THE COMMUNITY

Troutdale (population 16,348) is a thriving and growing Pacific Northwest community situated on the banks of the Columbia and Sandy rivers and is known as “The Gateway to the Columbia River Gorge.” Located on the eastern edge of the Portland metropolitan region, it is well positioned to contribute to and benefit from the regional economy while providing residents with quality-of-life amenities both locally and in the surrounding area.

While Troutdale has been largely a bedroom community with most of the working population leaving the City during the day, recent industrial development is contributing to an expanding role as a job center within the region. The Troutdale Reynolds Industrial Park (TRIP) provides a local employment center with a general aviation airport, a regional FedEx sorting center, an Amazon Fulfillment Center, and numerous other employers. In addition, the City’s Urban Renewal Agency is pursuing a large mixed use redevelopment project called “The Confluence at Troutdale” which will provide both urban and natural amenities as well as complement economic development of the surrounding areas including downtown.

Troutdale offers residents and visitors year-round recreation opportunities and is known for its many tourist attractions such as McMenamins Edgefield, a historic downtown, the Columbia Gorge Premium Outlet Mall, and a variety of stores and restaurants. Troutdale is within a few hours’ drive, or less, from the Pacific Coast, Mt. Hood, and the Columbia Gorge National Scenic Area, offering an abundance of outdoor recreational opportunities including mountain and road biking, whitewater kayaking and rafting, golfing, fishing, sailing, boating, water and snow skiing, snowboarding, snowshoeing, hunting, camping, and hiking. Nearby Portland also offers the amenities of a big city such as performing arts, celebrated restaurants, and myriad retail options.

POPULATION: 16,348

24-25 BUDGET: \$74 M

FTE: 66

CITY DEPARTMENTS:

- Executive
 - » City Recorder
 - » Recreation
 - » Municipal Court
 - » Urban Renewal
- Finance
 - » Budget / Audit
 - » Accounts Payable / Receivable
 - » Payroll
 - » Utility Billing
 - » Human Resources
 - » IT Services
- Community Development
 - » Planning
 - » Building
 - » Code Compliance
 - » Tourism / Economic Development
- Public Works
 - » Water
 - » Wastewater
 - » Streets
 - » Stormwater
 - » Engineering
 - » Environmental Services
 - » Solid Waste / Recycling
 - » Parks
 - » Facilities Maintenance

BENEFITS:

- Medical, Dental, & Vision
- PERS Retirement
- Deferred Compensation
- Life Insurance
- Disability Insurance

UNION: AFSCME

COMMUNITY:

- Scenic Natural Environment
- Outdoor Recreation
- Historic Downtown
- Community Pride
- Safe

THE ORGANIZATION

The City of Troutdale employs a Council-Manager form of government with a Mayor and six Councilors elected at-large for four-year terms. The Mayor, a voting member of the Council, presides over and facilitates Council meetings, preserves order, enforces council rules, and determines the order of Council business. The Council also elects a Council President from its members to act as Mayor if the Mayor is unable to perform duties. The City Manager, appointed by a majority of the Council, appoints, supervises and removes all employees of the City.

The City is comprised of four departments including Executive, Finance, Community Development, and Public Works. The City contracts for fire and rescue services from the City of Gresham, and law enforcement services from the Multnomah County Sheriff's Office. The City employs 66 full-time equivalent employees, and its 2024-2025 budget is approximately \$74 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager has general supervision, direction and control over all employees of the City and of the work of all City departments. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.



THE IDEAL CANDIDATE

The ideal candidate for this position possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities,** characterizing an experienced, collaborative, visible, and well-rounded leader with the capacity to effectively manage a dynamic multi-faceted city. Ability to establish and articulate clear direction, oversee and ensure quality delivery of services from all departments, balance competing priorities, and develop a shared organizational vision and culture. Management experience working with limited staff capacity to ensure effectiveness through innovation, strategic planning, operational efficiency, accountability, accessibility, and collaboration. Leadership style that emphasizes consistent and respectful communication, teamwork, professionalism, empathy, candor, respect, inclusivity, and integrity. Experience managing outsourced core services, particularly those related to public safety. Commitment to continuous learning and professional development opportunities as practicable.



THE IDEAL CANDIDATE (CONT.)

- **Ability to foster effective Council relations**, prioritizing frequent and active communication with the City Council in the interest of cultivating a professional, responsive, equitable, and inclusive working relationship to support achievement of the Council's policy objectives. Commitment to being candid and forthright with the Council about challenges and policy options facing the City; aptitude for identifying opportunities and proactively recommending policy solutions. Experience working successfully with both new and long-tenured elected officials, and a capacity to facilitate consensus among individuals with a variety of viewpoints. Experience facilitating efficient and collaborative public meetings in an inclusive manner, and professional knowledge to assist the Council in making decisions by fostering comprehensive and impartial contextual information. Management skills to implement Council policy goals by effectively marshalling City operational resources. Awareness and communication to Council of City operations and legal obligations to ensure compliance and informed decision-making.
- **Demonstrated experience managing public safety services** including police and fire; experience managing intergovernmental agreements for outsourced public safety services is desired. Management approach that demands accountability and ensures that service delivery meets community expectations. Proven ability to advocate and negotiate with partner agencies to achieve equitable and financially sustainable service agreements. Skills and knowledge to effectively analyze services, balance service costs and quality, and evaluate potential long-term service delivery alternatives.
- **Demonstrated skills in economic development and urban renewal**, including experience managing redevelopment initiatives using the tools and principles of urban renewal to generate sustainable economic activity and increase urban renewal district assessed value. Familiarity with development projects that utilize incentives to attract new businesses with fiscal responsibility and effectiveness, in the interest of promoting desired economic growth and development. Experience in developing and leading successful long-term economic development strategies to leverage tourism opportunities, promote locally based businesses, and plan for growth while honoring distinct community character. Commitment to effective collaboration with the business community and building cooperation and cohesion around Troutdale's common economic development goals. Ability to protect the vitality of the City's historic downtown, promote small businesses and address the increasing challenges related to parking. Experience with community branding and marketing practices.

THE IDEAL CANDIDATE (CONT.)

- **Effective intergovernmental relations capabilities**, including capacity to be a confident and capable advocate who can effectively represent Troutdale's interests within regional and intergovernmental contexts. Proven negotiating skills and a record of achieving tangible positive results in multi-agency forums with competing interests. Aptitude for working collaboratively with other jurisdictions to identify and pursue mutually beneficial projects and policy development opportunities while enhancing and expanding strong working relationships with partner agencies.
- **Highly developed communications skills**, and a commitment to being active in the community as a consensus-builder and effective messenger of the City's priorities and actions. Dedication to transparency and ability to effectively communicate with diverse audiences including City Council, staff, other local government officials, community members, nonprofits, businesses, and other stakeholders. Demonstrated emotional intelligence and cultural competency, humility, inclusion, ethics, and accessibility when communicating; capacity to facilitate dialogue on complex policy issues with neutrality, equity, and respect. Ability to employ verbal and written communication skills with clarity, substance, and conciseness.
- **Strong community engagement experience**, and an aptitude for proactively informing and involving community members in City activities and decisions that may impact them. Knowledge and experience to maintain, strengthen, and expand the City's community engagement and information sharing approaches to facilitate and encourage involvement in City decision-making. Ability to develop outreach strategies that are sustainable, within available staff capacity, promote transparency, balance different views and interests, engage diverse communities, and help build consensus.
- **Excellent public finance skills** to effectively support City needs by ensuring long-term organizational sustainability and an ability to provide high quality City services. Municipal finance proficiency to support responsible and strategic fiscal management, integrated with City goals, utilizing a diversity of revenue approaches to support priorities. Application of fiscally prudent approaches to manage taxpayer dollars, meet current and future service needs, and provide effective communication around decisions and/or potential outcomes. Experience with Oregon budget law and requirements as well as growing communities.
- **Demonstrated public works management experience**, including familiarity with public works infrastructure including planning, construction, and financing related to water, sewer, transportation, stormwater, and parks projects. Ability to provide leadership support for infrastructure improvement and maintenance projects while planning for residential and commercial/industrial growth. Experience negotiating improvements to County-owned roads, and continuing efforts to support multi-modal access and activity.
- **Excellent human resource planning and management experience** to maintain, attract, retain, and enhance an effective City workforce within fiscally responsible parameters. Commitment to promoting a supportive, team-oriented, collaborative, and efficient workplace environment. Ability to plan for current and future workforce needs by attracting and developing talented professionals through recruitments and proactive succession planning.
- **Appreciation for Troutdale** and a willingness to be a visible member of the community alongside the City Council. A genuine appreciation and understanding of Troutdale's unique character as an attractive and prosperous East County community, which takes pride in its high quality of life, ample community amenities, historic downtown, and status as the Gateway to the Columbia River Gorge.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help ensure the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.



POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

Public Safety

Addressing the future of public safety services will be a key challenge for Troutdale's next City Manager. Troutdale currently receives police services through a contract with the Multnomah County Sheriff's Office (MCSO), and fire services through an agreement with the City of Gresham (Gresham). Both contracts are due for renewal at the end of the current fiscal year, and negotiations with the partner agencies are underway. As is the case in many other jurisdictions, the cost for MCSO and Gresham to provide public safety services is increasing, and it is anticipated that rising costs for service delivery will have a significant impact on Troutdale's budget.

While Troutdale previously operated its own police department, the City made the decision to contract with MCSO in 2015. A perception within the community of decreased police presence amid an environment of rising safety concerns has fueled growing dissatisfaction with police services in the city and a desire to explore alternative solutions. Efforts to advocate for law enforcement improvements to the current contract arrangement are challenged by Troutdale's relatively small size. Concurrently, conversations are underway between area municipalities regarding the potential concept of establishing a regional fire district to serve East County; Troutdale is participating in these discussions and studies are being conducted to determine the viability of such a proposal.

It is anticipated the renewal processes for Troutdale's current police and fire services contracts will be completed before the City Manager recruitment concludes. However, while managing the implementation of these contracts, the new City Manager will also be expected to explore, analyze, and pursue longer-term public safety service options that address Troutdale's fiscal and service level needs.

Urban Renewal

Troutdale's Urban Renewal District includes a 20-acre site on the banks of the Sandy River named The Confluence at Troutdale, a large redevelopment project strategically situated to take advantage of its setting near the mouth of the Sandy River with potential opportunities for significant commercial, residential, and recreational amenities.

Zoned for mixed use and centrally located in the community, Troutdale's Urban Renewal Agency has high expectations for The Confluence in alignment with the community vision developed for the site through robust planning and public engagement. Potential development opportunities include a higher-end boutique hotel, mixed use residential development, direct pedestrian and vehicular connections to the adjacent historic downtown, and a centralized parking facility. Improvements are also expected to include a four-acre linear park along the embankment of the Sandy River, with a multi-use trail connecting the site to downtown and regional trails to the north and east.

After a previous development agreement between the Urban Renewal Agency and a private firm did not come to fruition, the City is presently seeking new development proposals from other developers. The next City Manager will play a key role in assisting the Agency in forging this new development partnership to realize the community's vision for the area while allowing the Agency to recoup its significant previous investment in site remediation.





POLICY PRIORITIES (CONT.)

Strategic Community Building

Troutdale’s next City Manager will have a unique opportunity to help the City chart its course and consolidate its vision for the future. As a community with evolving needs in a dynamic metropolitan area with complex challenges, Troutdale faces an inflection point at which key decisions made today will shape its direction for decades to come. The City Manager will provide essential leadership in identifying the essential policy choices, investments, and strategies necessary for Troutdale to achieve its long-term objectives.

Planning for Troutdale’s long-term success will inherently involve identifying strategies to ensure its economy continues to thrive and its quality of life is sustained. As a city boasting a historic downtown and a strategic location as the Gateway to the Columbia River Gorge, Troutdale’s City Manager must be prepared to leverage its unique assets and character to foster tourism, continuing to build upon the City’s brand to draw visitors and drive economic activity. Concurrently, the City Manager must prioritize protecting the features that have long made Troutdale a desirable place to live, including its pleasant community atmosphere, recreational amenities and regional attractions, and access to open space and natural areas.

Strengthening the effectiveness of City operations and optimizing the usage of City facilities will also be of central importance. The current City offices are physically dispersed among multiple leased spaces which may not be the most effective arrangement for staff effectiveness. The City Manager will be tasked with evaluating the City’s space needs and determining whether alternative approaches for housing City facilities would be in the City’s strategic interest. A comprehensive assessment of options will be critical in ensuring Troutdale’s municipal functions are both cost-effective and well-positioned to support the community’s long-term growth and service demands.

Ultimately, to guide Troutdale into the future, the City Manager must understand and appreciate Troutdale’s unique history and character within the Metro area. Its opportunities and challenges are distinct from those of its larger neighbors, and as such, the City Manager must be prepared to advocate for the City at a regional level to ensure its needs are respected and its strategic objectives are met, including striving to ensure that regional policy priorities do not adversely or unduly impact Troutdale.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or a related field, and at least three years of upper-level local government management experience is required. 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.

An advanced degree in public administration or related field, and at least five years of increasingly responsible experience is preferred. Experience and/or training in inter-governmental relations, public safety, economic development, redevelopment initiatives such as working with Oregon urban renewal agencies is highly desired.



RECRUITMENT PROCESS

Applications Due

May 26, 2025

Preliminary Online Video Interviews

Week of June 2, 2025

Finalist Interviews & Selection

Week of June 23, 2025

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

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

Questions may be directed to:

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