THE POSITION

This is an exciting opportunity for a water utility professional to manage the City of Bend’s Utility Department. The Utility Department Director will oversee the operations, projects and programs of the Utility Department including stormwater, wastewater and water utilities. The Utility Department oversees water rights, water treatment, water reclamation, stormwater management, water conservation, water laboratory, industrial pretreatment program, business operations, utility billing, special projects and others programs and efforts.

The Utility Department Director will work closely with the City’s Chief Operations Officer/Assistant City Manager and the team of operations department heads including Transportation & Mobility, Engineering & Infrastructure Planning, Economic Development, Community Development and others such as Legal and Finance in planning and managing the water utilities in one of the fastest growing cities in the US. The Bend City Council just appointed members of the Environment & Climate Committee reflecting the community’s desire to provide careful stewardship of our natural resources. Water is a precious commodity in the high desert and the Utility Department has a strong commitment to such stewardship.

Bend is the fastest growing city on the west coast and arguably in the nation. This pace of growth constantly challenges our ability to maintain infrastructure concurrent with demand. However, during the past decade Bend has invested in its water infrastructure at a pace never before experienced. Bend has invested roughly $10 million in its stormwater infrastructure, $85 million in its drinking water system and $190 million in its sewer system.

The City has demonstrated a willingness to try innovative techniques for infrastructure needs – from water filtration facilities, to sewage treatment, to water conservation efforts - we value innovation. The new Utility Department Director brings enthusiasm in exploring and trying new approaches to infrastructure services without losing sight of the long-term costs of infrastructure maintenance. Further, the new Utility Department Director will focus on issues of diversity, equity, inclusion and accessibility in crafting a culture that values innovation, honest communication and celebrates success.

The Utility Department Director oversees staff who manage a variety of programs and projects. One of the responsibilities of the new director will be to review the Utility Department reporting structure and organizational chart to see if programs and services can be organized and delivered in a more efficient manner that reflects a triple bottom line approach. As our community’s expectations relating to environmental stewardship continue to rise, the various programs within the Utility Department will play key roles in delivering on environmental goals.

The City of Bend provides traditional public works services through three departments – Utility, Engineering & Infrastructure Planning and Transportation & Mobility. These three departments work in a coordinated fashion to plan, deliver and maintain the infrastructure upon which our community depends. Further, close coordination with private development review and economic development efforts has allowed for important conversations with the community related to our infrastructure needs. Our approach has built trust with our community and is one reason that our community continues to fund large infrastructure projects.

The ability to work effectively with coworkers and critics inside and outside the City of Bend organization is required.

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don’t just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and the Oregon Pay Equity Act.
IDEAL CANDIDATE PROFILE

The ideal candidate is a visionary leader focused on creating a Utility Department team aligned around common goals relating to public service and a positive culture. Further, the ideal candidate recognizes the strengths of the various divisions and programs and leverages those strengths in building a positive culture focused on stewardship of our natural resources. The water utility industry will change dramatically in the next 20 years as technology continues to drive innovation – the ideal candidate is motivated by innovation and trying new techniques to better serve our growing community and to motivate an outstanding team. Further, as things move quickly in Bend, this leader needs to be able to execute in a timely fashion on a number of fronts to meet City Council and community expectations.

This position requires a team player who can work productively with all members of the city team, City Council, advisory boards and other stakeholders. This position interacts with the public routinely. The ability to effectively communicate and work with difficult members of the community is a must. The City of Bend operations departments work closely as a team – the ideal candidate thrives in a team environment and works well with others to improve processes and projects.

COMPETENCIES

Candidates must demonstrate knowledge and skill in:

- Principles and practices for effective management strategies and programs.
- Technical aspect of the various programs included in the Utility Department.
- Governmental procurement principles and practices, competitive bidding requirements.
- Contract administration and maintenance principles and practices; applicable Federal, State, and local laws, rules, regulations, and codes with special emphasis on those associated with the American Disabilities Act (ADA).

CRITICAL FUNCTIONS, DUTIES AND RESPONSIBILITIES INCLUDE:

- Leads the development and implementation of the Utility department goals, objectives and priorities, including establishing work plans, monitoring progress and project managing multi-program initiatives.
- Directs and participates in the development of short and long-range programs and operational plans for each division within the Utility Department; approves modifications of plans and monitors progress in fulfilling goals and objectives.
- Serves as a liaison between the Utility department and other City departments and outside agencies; maintains high-level contact with others across the organization with others in key positions, including areas within the community, government, business leaders, media and dignitaries.
- Prepares and makes presentations to City Council, advisory committees, community groups, other agencies and news media on issues relating to department responsibilities.
- Responsible for developing and administering recommended budget; takes the lead on establishing and monitoring against the department budget, including reporting and related accounting functions.
- Coordinates and responds to emergency situations, after-hours calls, or special requests as needed; serves as a member of the Emergency Operations Center (EOC) staff in the event of EOC activation.

WE SERVE BEND RESIDENTS SO THEY CAN TAKE CARE OF THEIR LIVES, FAMILIES AND JOBS.
BEND COMMUNITY

Near the geographic center of the state, Bend, Oregon, covers roughly 37 square miles and sits at an elevation of 3,625 feet. Bend has been and will continue to be among the fastest growing cities in the nation. This is a result of a variety of factors but the unique lifestyle continues to draw new residents – Bend will soon eclipse 100,000 in population.

Surrounded by unmatched natural beauty in Mt. Bachelor, Three Sisters Wilderness, Broken Top Mountain, Smith Rock State Park, Mt. Jefferson, Mt. Washington Wilderness and Cascade Lakes, year-round outdoor recreation abounds. Whether it’s skiing, snowboarding, snowmobiling, snowshoeing, mountain biking, fishing, hiking, rock climbing, white-water rafting or golf, residents love the outdoor life that Bend affords them.

When it comes to entertainment, Bend has far more than just outdoor recreation. With countless art galleries, annual music, art and film festivals, theatrical companies, a world-class amphitheater, movie theaters, unique shops, national clothing chains, world-class dining and nationally recognized breweries, wineries and wine tasting bars, there’s something for every taste and preference. The Bend area is served by the exceptional Bend-La Pine School District, which has 19 elementary schools, 7 middle schools, and 8 high schools in the district. Bend-La Pine School District also offers online school. There are also several private schools, Central Oregon Community College and the new Oregon State University-Cascades campus.

COMPENSATION AND BENEFITS

The pay range for this position is $110,338 - $143,286. Benefits include:

- Medical, vision and dental insurance
- City-funded HRA account for medical expenses
- VEBA Program
- Telemedicine Hotline
- Virtual Mental Health
- Group Basic Term life insurance
- Long-term disability insurance
- 15 Vacation days per year
- 12 Days sick leave per year
- Optional 457 deferred compensation program
- Optional Flexible Savings Account
- Optional Dependent Care Savings Account
- Optional additional Life and Accident insurance
- Optional AFLAC emergency/disability insurance
- Optional Air-Ambulance insurance

The City of Bend participates in the PERS Retirement System. Employees become PERS members after working six full calendar months in a qualifying position requiring at least 600 hours worked per 12-month period. Contributions on the employee’s behalf begin following completion of the six-month waiting period. The City makes “employer” contribution based on the employee’s Tier I, II or OPSRP member status. The City also makes the “employee” member contribution of 6% of salary. For complete PERS program details, visit the website www.oregon.gov/pers.

HOW TO APPLY

Please visit: www.bendoregon.gov or www.governmentjobs.com/careers/bend

All candidates must apply by November 30, 2020. To apply applicants must complete an application, submit a resume and submit a cover letter. All application materials will only be accepted electronically.

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