THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

INVITES YOUR INTEREST IN THE POSITION OF

EXECUTIVE DIRECTOR

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS (MWVCOG) EXECUTIVE DIRECTOR — AN OUTSTANDING OPPORTUNITY

This is an exceptional opportunity to become chief executive officer of an effective, progressive and highly respected Council of Governments with the mission of providing needed services, support and representation in support of the growth and prosperity of its member communities and agencies. The MWVCOG Executive Search Committee and Board of Directors are seeking a seasoned executive leader with a record of building effective intergovernmental relationships and trust, who will coordinate with and represent the COG effectively in the support and empowerment of local government leaders and other stakeholders to meet the objectives and needs of its member communities and agencies.

The MWVCOG's operating budget for FY 2020-2021 (July 1 – June 30) totals approximately $6.9 million. The agency's largest share of revenue (40%) is derived from Oregon state funds, which includes a pass-through of federal funding. Local government contracts contribute an additional 18% of the COG's revenue. Membership dues that include the COG's dues and the Economic Development District's dues make up only 10% of the budget but are critical to the agency's general fund because the funds can be used to leverage grant funding for members and other resources.

ABOUT THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

The Mid-Willamette Valley Council of Governments is a non-partisan, voluntary association of governments formed in 1957 in Marion, Polk and Yamhill Counties. MWVCOG offices are headquartered in Salem, the state capital.

The MWVCOG Board of Directors consists of twenty (20) public officials that represent the interests of forty (40) local governments in the Mid-Willamette Valley region. Local units of government represented include the Counties of Marion, Yamhill and Polk, thirty-three (33) cities, the Confederated Tribes of the Grand Ronde (a federally recognized community of tribal families) and six (6) special districts: Chehalem Park and Recreation District, Chemeketa Community College, Salem-Keizer School District, Salem Area Mass Transit District (Cherriots), Marion Soil and Water Conservation District, and The Williamette Education Service District. The MWVCOG is committed to the continuous addition, innovation, and improvement of its member services and resources.

The Executive Director provides leadership to a staff of more than twenty (20) professionals to ensure efficient and effective delivery of the COG's array of essential services that support its participating members.

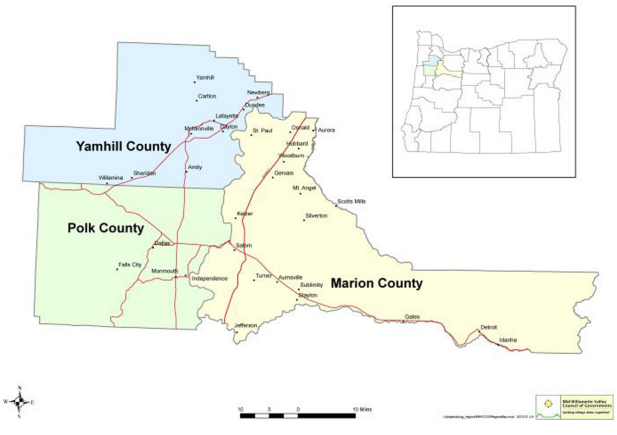
The primary function of the MWVCOG is to address community needs through a regional approach to local problem-solving. Local officials acknowledge that "local" issues can often cross jurisdictional boundaries that can be most effectively addressed by the involved agencies and communities when working together through a regional forum. Additionally, the pooled resources of units of government can accomplish more than could be achieved individually.

The on-going mission of the MWVCOG therefore concentrates on four areas:

- Expanding interaction and improving dialogue among local units of government
- Enhancing collective awareness of major regional issues
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to the individual needs of member governments

Primary services currently provided to MWVCOG members in support of its mission include Community Development and Planning, Economic Development, Transportation Planning, Housing Rehabilitation, Homeless Initiative, Small Business Financing, Census and Geographic and Information Services, and Member Services (Human Resources, Training, Goal Setting, Facilitation, CEO Evaluation, Charter Review and Update Assistance, and other services, as requested).

Mid-Willamette Valley Council of Governments Region



CURRENT MWVCOG PROGRAMS AND SERVICES

• Community Development and Planning

- **Community Investment Projects** – Assisting member communities with financing for public infrastructure (including water and wastewater projects), community facilities, engineering studies and other community investment projects. COG staff assists with funding applications and, in many cases, with the administration, environmental assessment and wage monitoring of projects
- **Land Use Planning** – Providing current and long-range planning assistance to member organizations. This service is provided to small jurisdictions who may not be able to afford a full-time planner and to larger jurisdictions who may require supplementation of their staff and resources
- **Mid-Willamette Valley Community Development Partnership** – Administration of the three-county Economic Development District that develops and works to implement the region's economic development strategy
- **Housing Rehabilitation Services** – Assisting local governments with the management of housing rehabilitation loan funds capitalized by Community Development Block Grants (CDBG) from the Oregon Housing and Community Development Department
- **Small Business Finance** – The COG provides assistance to businesses with all the commonly used government finance programs. These federal, state and local financial incentives are designed to help companies expand or start new ventures by making low interest loans or loan guarantees

• Transportation Planning

- **Salem-Keizer Area Transportation Study (SKATS)** – SKATS is the designated Metropolitan Planning Organization (MPO) for transportation planning in the Salem-Keizer-Turner metropolitan area. Policy direction for the MPO is provided by the SKATS Policy Committee
- **Mid-Willamette Valley Area Commission on Transportation (MWACT)** – MWVCOG provides support to the MWACT, an advisory board chartered by the Oregon Transportation Commission to represent the interests and priorities of our three-county region
- **Geographic Information Systems (GIS) and Census Services** – MWVCOG assists agencies in the region with the analysis of Census and Census-related information, population estimates, population projections, and other related demographic data. COG staff use their proficiency in GIS mapping techniques and Census data to provide varied maps and online GIS services to the member governments

Kerry Tymchuck, Executive Director of the Oregon Historical Society, addresses the audience at the 2020 MWVCOG Annual Meeting.

• Member Services

- **Regional meetings and forums** – MWVCOG provides staff support and assistance to a variety of regional meetings that promote dialog among local units of government including the Mid-Valley Mayors Coalition, City/County Managers/Administrators lunch meetings, Polk County breakfast meetings and Yamhill Local Government Dinners
- **Facilitation Services** – COG staff provide services tailored to the individual needs of member jurisdictions. Examples of activities in this area include recruitment and related services, facilitation of goal-setting sessions and other meetings, and the development and presentation of City Council, Board and committee trainings and orientations

• Homeless Initiative

- A collaborative intergovernmental agreement to identify and launch strategies to reduce homelessness in the Mid-Williamette Valley Region.

THE MWVCOG EXECUTIVE DIRECTOR POSITION

The successful candidate must possess a Bachelor's degree in public/business administration, planning or a related field such as management or transportation engineering from an accredited institution; a Master's degree in a related field is highly desirable. A demonstrated background in, or professional familiarity with, community/economic development and regional transportation planning is desired. The successful candidate should possess a minimum of six years of progressively responsible managerial and supervisory experience. Prior experience working with intergovernmental entities and processes is highly desirable, as is demonstrable success supporting governing boards and engaging a diverse array of stakeholders to successfully address local and regional issues.

The education and work experience of the successful candidate must demonstrate a thorough knowledge of public/private sector management principles and practices, finance and budget management responsibility, human resources management, and an overall understanding of the needs of local units of government and communities (counties, cities, schools, public transportation, special districts and tribal entities). Familiarity and experience with Oregon state and local laws, ordinances and regulations involving local units of government is also desirable.

THE MWVCOG EXECUTIVE DIRECTOR CANDIDATE

The MWVCOG Executive Search Committee is seeking an innovative, resourceful and dynamic leader with considerable financial and public management skills and the highest ethical standards. The successful Executive Director candidate must be able to effectively engage the Board of Directors, COG members, stakeholders and citizens and be a visionary leader with a hands-on, entrepreneurial approach to administering, creating and providing meaningful service-oriented programs to its membership. They must be able to demonstrate their commitment to professionalism and the mission and success of MWVCOG and diverse member communities of all sizes. This requires an individual with high energy and great enthusiasm for providing quality services to local governments, public transportation, schools and special districts.

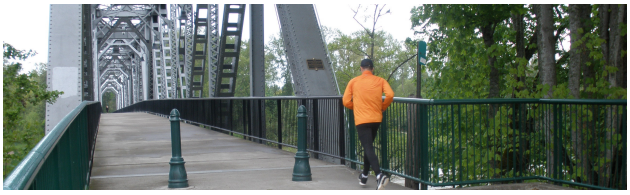
The Executive Director must be able to quickly assess the current stakeholder environment in which the MWVCOG functions and be able to provide effective leadership to a capable professional staff, working collaboratively and productively with constituencies, intergovernmental partners, neighboring COGs, other state and regional associations and potential partners. They must be able to work strategically with the Executive Committee and Board to identify COG member priorities, refine and implement the strategic plan, and enhance the existing working relationships and services provided to its members.

THE "IDEAL" MWVCOG EXECUTIVE DIRECTOR

The MWVCOG Executive Search Committee and Board of Directors seek an individual who is approachable and collaborative, and able to foster meaningful and constructive relationships with its members. This will require a person who is energetic and proactive in their communications and outreach, both internally and externally. Additionally, they should consider themself as an inspirational leader and manager who can develop trust and collaboration among the professional staff, enabling them to be professionally fulfilled to provide the best possible services to COG members. The Executive Director serves as the official spokesperson and face of the MWVCOG throughout the tri-county region and should have an awareness of effective information technology improvements and innovations, including the enhanced use of social media tools, and is able to promote the COG's mission, services and priorities. The successful candidate must also have the ability to make poised and credible presentations to large and diverse audiences in a way that reinforces credibility of the MWVCOG as a trusted resource.

Additionally, the ideal Executive Director would be a person who:

- Ensures that MWVCOG utilizes sound financial practices and that adequate funding is generated. With skills in financial management and budgeting, will be able to see the organization from a systems perspective, understand MWVCOG's financial processes, and be able to implement systems, metrics and tools to manage financial performance
- Will have a strong appreciation for the character and diversity of Mid-Willamette local governments and community needs, including geography, ethnicity, cultures and other factors, realizing that continuing changes present new opportunities and needs
- Brings a high energy level and emotional maturity to the position
- Is a strategic thinker who will identify needs and opportunities of our members and can innovate to respond and evolve COG services to meet those needs and opportunities
- Brings highly developed written and interpersonal skills to build trust, confidence and productive relationships with other regional COGs and upper tier state associations
- Can lead and effectively supervise a talented professional staff with differing viewpoints and opinions, assuring that they function collaboratively as valuable, accessible and useful resources to the MWVCOG. Will foster a resilient workplace culture oriented to service, creativity and excellence dedicated to ensuring diversity, equity and inclusion (DEI)
- Will keep Board members informed about significant COG-related issues, opportunities and challenges in regular communications, but is also cognizant of "information saturation." Recognizes that end users of information must be able to focus on prioritized topics for group consideration and discussion within a limited amount of time
- Is perceived by internal and external customers as approachable and supportive



Railroad bridge in Salem converted into a bicycle/pedestrian bridge.

The Peter Courtney Minto Island Bridge, open to pedestrians and bicyclists. Connects Riverfront Park and Minto Island Park in Salem, Oregon.

REASONS TO CONSIDER THE MWVCOG EXECUTIVE DIRECTOR OPPORTUNITY

Favorable factors candidates for the Executive Director position may wish to consider:

- The new Executive Director will have the benefit of assuming leadership of an organization with a full and stable membership, sound financial status, and a seasoned professional workforce
- The MWVCOG membership is diverse and includes diverse representatives of local government units. The Board of Directors have historically favored collaborative dialog and will be open to conversations with the new Executive Director about new and innovative ideas to enhance organizational goals and objectives
- The new Executive Director will have the opportunity to develop new forms of alliances, member-related services and build the COG's staff capacity. MWVCOG professional staff are well-trained, motivated, dedicated to serving the needs of the membership and have the desire to see the new Executive Director be successful
- The historical role the MWVCOG has played in the tri-county region is highly respected. The highly visible Executive Director role is a fulfilling one and will have a quantifiable impact on the quality of lives of many residents with measurable results
- The Mid-Willamette Valley offers an exceptional quality of life for its residents and visitors with a mild climate, abundant natural resources, pristine environment and a broad spectrum of cultural attractions, special events and recreational amenities

Yamhill County's renowned wine country with Coast Range in the background.

Campus of Western Oregon University in Polk County.

ABOUT THE MID-WILLAMETTE VALLEY REGION

Situated in northwestern Oregon near the center of the fertile Willamette River Basin, the geographic location of the Mid-Willamette Valley spans the Counties of Marion, Polk and Yamhill encompassing a total land area of 2,629 square miles. The region includes the City of Salem, the State's capital, with a population of over 168,000 residents. Salem offers residents and visitors a wide variety of industries and private sector employers in high-technology, manufacturing, trade, agriculture, food and beverage processing, education, health services and professional and business services as well as access to our State agency funders, partners and legislative organization. The next largest cities in the region are Keizer (Pop. 37,505); McMinnville (Pop. 33,405) and Woodburn (Pop. 24,795). Many additional small to medium-sized communities call the Mid-Willamette Valley home.

The abundant natural resources of the Mid-Willamette Valley, the greatest agricultural producer in the state, include a world-renowned wine producing sector known for our District Wine Appellations. The Williamette Valley is home to more than 550 wineries and a wide array of microbreweries and tap rooms. Hazelnuts, berries, and value-added wood products are all major exports of the region as well. The region is also a prime location for manufacturing and distribution centers where Interstate 5, passing through the heart of Oregon, connects the state with markets in California and Washington. We are also located in the Valley between the Oregon coast range and the Cascades offering access to the Pacific Ocean in an hour or less; a one hour drive to Portland, Oregon; and less than two hours to Oregon's high desert region. More than seven (7) universities and community colleges are within a one-hour drive of our offices in Salem.

The Mid-Willamette Valley provides an exceptionally high quality of life for its residents and visitors. The region's mild climate, pristine environment, plentiful open spaces, abundant cultural events and festivals, extensive outdoor recreational options and the home-town feel of its many vibrant smaller communities offer an exceptional setting in which to live, work and play.

COMPENSATION AND BENEFITS

The starting salary for the new Executive Director of the MWVCOG will be market competitive, depending upon the experience and qualifications of the successful candidate.

An attractive benefit package includes:

Retirement – MWVCOG contributes to an ICMA-RC 401(a) Defined Contribution Plan. The employer paid portion is currently 9.75% and the employee paid portion is 5%. The employee's salary is increased at the time of eligibility to cover the 5% employee contribution.

Insurances – MWVCOG currently pays 100% of the insurance premiums that include medical, dental and vision for the employee. There is a 15% employee contribution for qualified dependent coverage. In addition, both life insurance and long-term disability insurances are 100% employer paid.

Holidays – MWVCOG provides eleven (11) paid holidays annually in addition to one (1) floating holiday, granted each July 1st.

Sick Leave – Full time employees accrue eight (8) hours of sick leave each month.

Vacation – Vacation accrual begins at eight (8) hours per month, steps up to ten (10) hours after two years, twelve (12) hours after four years, fourteen (14) hours after nine years, and sixteen (16) hours after fifteen years.

Administrative Leave – Management employees are provided six (6) hours of administrative leave per month.

Additional Benefits – Deferred compensation, Employee Assistance Programs, paid parking or equivalent amount for public transportation options, direct deposit, and options to participate in tax-deferred cafeteria plans.

Campus of Williamette University in Salem Oregon.

Aerial view of downtown Salem facing west towards Polk County.

2020 MWVCOG Board Chair Jackie Franke presents 2019 Board Chair Cathy Clark with a plaque at the 2020 MWVCOG Annual Meeting in recognition for her service in 2019.

HOW TO APPLY

To apply for this outstanding opportunity, please submit a cover letter explaining why you believe that you are a good candidate for the position, resume, and at least five (5) professional references electronically to:

Clark Wurzberger
The Mercer Group, Inc.
Email: cwurzberger@mercergroupinc.com
Voice and Text: (530) 637-4559 (Pacific Time)
Fax: (650) 240-3933

First review of applicants will begin by **September 7, 2020** and there may not be an opportunity to consider submissions after that date. Following a process and timeline approved by MWVCOG, submissions will be screened and interviews with selected Finalists are expected to be conducted in October.

Receipt of submissions will be acknowledged by email. Electronic submissions required. Applicants will be screened in relation to the criteria outlined in the brochure. Applicants with the most relevant qualifications and experience will receive preliminary interviews with the consultant.

MWVCOG is an equal opportunity employer and values diversity across the workforce. With prior candidate permission, we will conduct preliminary background checks on the most qualified candidates referred to MWVCOG officials for further consideration. Work history reference checks will not be conducted until mutual interest has been established.

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

The Mercer Group, Inc.
Consultants To Management