



City of Echo City Administrator-Recorder

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The City of Echo, Oregon is seeking applicants for the City Administrator-Recorder's position. The City Administrator reports directly to the Mayor and City Council. The City Administrator acts as budget officer, elections officer and library director. The full job description is available upon request.

Experience & Education: A Bachelor's Degree in public administration, business administration, or equivalent field or five (5) years experience in public administration, business administration or equivalent field. Any combination of experience and education which provides the level of required knowledge and abilities may be considered. Candidate should also be able to: Demonstrate competency in verbal and written communication; knowledge of municipal and administrative laws and procedures; ability to work as part of a team and leadership and personnel management skills.

City Organization: The City operates under the Weak Mayor system with a mayor elected every two years and six council members at-large elected for 4 year terms. The current budget is \$4.1 million, but \$2.8 million of that amount is for an upgrade to wastewater system. The General Fund budget is \$305,000. There are 4.75 FTE employees. Departments include Golf Course, Library, Water, Sewer, Street, Park and Trees. Law Enforcement is contracted through the City of Stanfield. The library is operated through funding from and an agreement with the Umatilla County Special Library District

Salary/Compensation:

Dependent upon experience \$40,000 to \$65,000. Benefits include: PERS; 10 days sick leave per year; 11.5 paid holidays and five days vacation after one year of employment with a cap of 20 days per year; Employee insurance coverage for health, vision, & dental. Life Insurance \$9000. Family coverage will be an option.

Ideal Candidate: The city is seeking a candidate who can appreciate the community pride and history and be interested in continuing efforts to maintain and enhance Echo per the community's goals. The city is an Equal Opportunity Employer.

About Echo: Population 710. Website: www.echo-oregon.com. Facebook: <https://www.facebook.com/City-of-Echo-Oregon-146928128350/?ref>.

Echo known not only for its rich history, but its strong sense of community pride and grant writing successes. Over the last 35 years the city has obtained numerous

grants to improve the community's historic buildings, and to preserve and develop other cultural sites. Echo has been Oregon's smallest Tree City USA for 30 years. The community has participated in the America in Bloom program and has won the small city category three times.

Location: Echo is located in west Umatilla County, 1.5 miles south of Interstate 84 at exit 188 (188 miles east of Portland), 8 miles south of Hermiston, 20 miles west of Pendleton and about 45 minutes from the Tri-Cities, WA.

Events: The Echo Red2Red XC Mountain Bike Race starts on Main St. each spring. It is one of the earliest and largest in the Northwest. The Piercy Family, owners of Sno Road Winery & Echo West Vineyard, have a 20+ mile Trail system thru their ranch and vineyard which provides the course for the race and attracts cyclists each year to Echo. Echo is also the site of the school's annual car show which is held downtown.

Echo is located along the Oregon Trail and a number of Oregon Trail sites are in and around town. The city's Fort Henrietta Park is a National Historic Oregon Trail Site. There are 10 National Register Sites, in and around Echo and the city is active in tourist promotion and historic preservation. The city owns and operates the Echo Hills Golf Course (a private contractor operates and maintains the course), a 9-hole course located on the east edge of town. The city also has an arboretum, small RV Park, and an in-ground concrete skatepark.

Echo was established in 1880 by JH Koontz who named the town for his then 3 year old daughter. Echo Koontz' image is on the city's logo.

Currently there are two wineries, Sno Road and Echo Ridge Cellars located in historic structures and a small business district with antiques shops, museum, post office, coffee shop, café, boutique and offices. City hall is located in an 8000 s.f. building that was fully renovated to create the Echo Community Center. The 2nd floor is an auditorium/ballroom with city hall and the library on the ground floor. The auditorium is used for community events and rented out for weddings, parties, memorial services and other public and private events. Echo still has its own school preschool thru high school.

Closing: March 25, 4:30 p.m. Completed Application & Resume required. Call 541-376-8411 for application form and job description.

Mission Statement: *The mission of the City of Echo is to maintain Echo as a great place to live and preserve the history and natural beauty of Echo.*

