



Where Life is Sweet



COURT ADMINISTRATOR

City of Hermiston, Oregon



HERMISTON, OREGON



THE COMMUNITY

Incorporated in 1907, Hermiston is nestled in the heart of the Columbia Basin, seven miles south of the Columbia River, Lake Wallula, and the McNary Dam. Part of the Lewis and Clark Expedition in the early 1800s, Hermiston has long been a destination of choice for trailblazers and pioneers. Following the construction of the Cold Springs Reservoir, irrigated farming was undertaken on a significant scale and agriculture became Hermiston's primary industry. Commercial development followed as did the expansion of the agricultural base with large local employers today that include Lamb Weston, Good Shepherd Healthcare Systems, River Point Farms, and Marlette Homes, among others.

Home to one of Oregon's most famous and enduring agricultural products, Hermiston takes great pride in its famous, locally grown watermelons. Approximately 1,200 acres in the Hermiston area are dedicated to watermelon production each year. The City even created an award-winning

branding campaign around its signature harvest, touting itself as the place "Where Life is Sweet." And how sweet it is to be the largest city in Eastern Oregon with well-managed growth that offers residents the highest quality of life at an affordable price.

Low energy costs combined with the Pacific Northwest fiber-optic infrastructure and its proximity to the intersection of Interstate 84 and Interstate 82 have all contributed to Hermiston quickly becoming a hub for logistics and data center operations. Vadata Inc., owned by Amazon, has started building and setting up operations in the area and already has plans to expand. Economic and job growth combined with recently added amenities such as the 7,000 square foot Harkenrider Senior Center and the \$1.7M rebuild of Funland Playground, one of the largest and most inclusive playgrounds in the Northwest make Hermiston an extremely desirable community for families.

LIFE IN HERMISTON



Temperate climate with year-round recreational opportunities that include biking, hiking, horseback riding, water sports, field sports, golf, hunting, fishing, and bird watching.



An excellent local school district that prides itself on the academic achievement of its students, successful athletic programs, nationally recognized clubs and activity organizations, and its extensive list of academic and elective opportunities available to students.



Hermiston Downtown District and local, family-owned wineries within 10 miles.



Arts, Culture, and Community Events including the Inland Northwest Musicians, Farm City Pro-Rodeo, Hermiston Spring Bazaar, Stars & Stripes 4th of July Celebration, Hermiston Tree Lighting, Movies in the Park, and many more!

HERMISTON FAST FACTS



POPULATION
19,354



SIZE
Approximately
7.8 square miles



COUNTY
Umatilla



CITY PARKS
13



CITY RECREATION
Senior Center, Aquatics Facility,
Funland Playground, Eastern Oregon
Trade & Event Center



**MEDIAN HOUSEHOLD
INCOME**
\$54,123



MEDIAN HOME VALUE
\$289,000



**SCHOOL DISTRICT
ENROLLMENT**
5,600+

GOVERNANCE & ORGANIZATION

Operating under a Council-Manager form of government, the City of Hermiston is governed by a nine-member City Council comprised of the Mayor and eight City Council members. Elected officials serve four-year terms with four Council members elected at large and four elected by district/ward.

Hermiston is a full-service city with 123 budgeted FTEs and is organized into the following departments:

- Administration
- Airport
- City Attorney
- Community Development
- Energy Services
- Finance & Utility Billing
- Human Resources
- Library
- Municipal Court
- Parks & Recreation
- Police
- Public Works
- Transit

The City of Hermiston, through the Public Works Department, provides water and sewage service to residents and businesses within Hermiston and maintains nearly 150 lane-miles of roadway within the City.

The City's adopted annual budget for FY2021-22 is \$69M. Major revenue sources include property taxes (ad valorem tax rate of \$22.11 per \$1,000 valuation), utility fees, assessments, and state shared revenues.

Umatilla County Fire District #1 (UCFD1), a stand-alone district, provides Hermiston residents with fire, rescue, and emergency medical services.





Where Life is Sweet

Vision

The City of Hermiston aspires to support an excellent community. We strive to provide courageous leadership to create an inclusive community while providing an affordable, livable, and growing economy.

Values

Generosity, Inclusiveness, Excellence, People, Integrity, Strong

Goals

In 2021, the City Council and members of the management team participated in a facilitated annual goal-setting retreat and agreed upon the following goals:

1. Develop an engagement and communication infrastructure to provide accessible engagement opportunities.
2. Exercise fiscal prudence and adhere to budgeted expenditures to improve financial sustainability.
3. Support the development of housing to provide diverse and affordable housing options.
4. Invest in transportation infrastructure to improve mobility and support growth.
5. Foster community partnerships to address local and regional issues.
6. Plan for City facilities that meet current and future needs.

As part of the goal setting process in 2020, the City began a community visioning process called Hermiston 2040 to engage the community in the development of a shared long-term vision.

For more information, please visit www.hermiston2040.com.

ABOUT THE COURT

The mission of the Municipal Court is to ensure that each person accused of a violation, infraction, or crime be guaranteed and provided all the constitutional rights to a fair and speedy judicial process in such a manner that it preserves both the dignity and rights of the defendant, as well as the citizens of Hermiston.

The Hermiston Municipal Court has exclusive jurisdiction over municipal ordinance violations and concurrent jurisdiction with Circuit Court for vehicle code offenses, selected statutorily defined violations, as well as Class B, C, and D misdemeanors.

The Court is responsible for the processing of criminal cases as well as traffic and city ordinance violations. Operations and services include case management and court proceedings, collection of fines, tracking probation, issuing warrants for failure to appear, and sending show cause letters for non-compliance. Secondary civil functions of the court include notary services and the performance of civil marriage ceremonies.

Reference Hermiston City Code Title III, Chapter 33, Sections 35-43 for additional information regarding Municipal Court Processes & Procedures. Reference Hermiston City Code Title XIII for additional information regarding General Offenses.

The Municipal Court Judge is elected at large. The City contracts for prosecutorial and court-appointed defense attorney services.



MUNICIPAL COURT SNAPSHOT



DEPARTMENT BUDGET

\$711,000



FULL-TIME EMPLOYEES

3



2021 CRIMINAL OFFENSE REFERRALS

135



2021 GENERAL OFFENSE REFERRALS

1,010



2021 MISDEMEANOR ARRESTS

366



2021 CITATIONS ISSUED

2,436



ABOUT THE POSITION

Reporting to the City Manager and in collaboration with the Municipal Court Judge, the Court Administrator is responsible for planning, directing, managing, and participating in the activities and operations of the Municipal Court. This position has management oversight of two full-time Court Clerks and an annual budget of \$711,000.

Primary responsibilities include:

- Management of all Court operations; supervision of staff to ensure City goals and objectives are met.
- Providing support and assistance to the Judiciary; working collaboratively on the development, update, and implementation of Court processes and procedures.
- Effective and efficient use of technology; management of the court information system to ensure accurate record-keeping and retention.
- Preparation of annual Court budget for presentation to City Budget Officer.
- Development of necessary financial reports to track and share information related to Court financial activities.
- Providing direct support and assistance as needed with Court operations (i.e., front desk and phone responsibilities, etc.).
- Oversight of cash handling and receipting.

KEY PRIORITIES & PROJECTS

- **Court Management System** – Oversee the successful implementation of new court software system. Transition is underway as of August 2021.
- **Court Relocation** – In cooperation with the City assigned project management team, plan, direct, and manage the court's relocation to Hermiston's new City Hall tentatively scheduled for the Fall of 2022.
- **Class A Misdemeanors** – In consultation with the City Manager and Municipal Court Judge, plan, coordinate, and oversee the return of Class A misdemeanor referrals from District Court to Municipal Court for adjudication.
- **Operational Efficiency** – Review and update current policies and procedures; prioritization of process improvement projects to modernize operations and ensure optimal Court efficiency.

IDEAL CANDIDATE

In addition to being a well-qualified and experienced Court professional, the City seeks a proactive hands-on leader with knowledge of the principles of public administration, court best practices, fair administration of justice, and quality customer service.

The Court Administrator will create a culture of collaboration, forging strong partnerships with internal and external stakeholders including but not limited to law enforcement, neighboring jurisdictions, and legal counsel.

The ideal candidate will provide effective direction and clarity regarding long-term goals while simultaneously fostering a positive and empowering work environment in which employees are mentored and encouraged to reach their highest potential.

Exceptional interpersonal, relationship-building, and communication skills will be essential for success.

EDUCATION & EXPERIENCE

The minimum educational requirement for this position is a bachelor's degree from an accredited college or university in business, public administration, criminal justice, or another related field. At least two years of court administration experience, including at least one year in a supervisory/lead capacity, is also required. A combination of education and experience that provides the required knowledge and skills will be considered.

Possession of, or ability to obtain a valid Oregon driver's license will be required along with proof of an acceptable driving record. The Director shall establish residency within an area that allows for a 30-minute response time, excluding Washington state.





COMPENSATION & BENEFITS

The annual salary range for this position is \$78,540 - \$95,568 with an excellent benefits package that includes medical, dental, and vision coverage through Blue Cross Blue Shield of Oregon; enrollment in the Oregon Public Employees Retirement System (with 6% City-paid employee contribution), and generous paid leave. Relocation assistance may also be considered, as applicable.

APPLICATION PROCESS

Please apply online at <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Lynn Barboza, Senior Vice President, SGR

LynnBarboza@GovernmentResource.com

702-423-2905



The City of Hermiston is an Equal Employment Opportunity employer. We are dedicated to a policy of selection of the best available candidate based on job-related criteria, education, knowledge, skills, and abilities. We will not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or mental or physical disability. The City is a public agency and any information may be released if required by law.

Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Hermiston

<https://www.hermiston.or.us>

Hermiston Economic Development

hermiston.or.us/economic-development

Hermiston Chamber of Commerce

hermistonchamber.com

Hermiston Municipal Court

hermiston.or.us/court

City of Hermiston Social Media

