

Roberta L. Vanderwall

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Haines, OR 97833

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Effective Leader ♦ Results-Oriented ♦ Community Advocacy

A dedicated, hard-working professional who thrives on challenges. Extensive experience working with the public and government agencies, navigating, interpreting, and applying local, state, and federal policies and procedures. Strong, effective communicator who works well independently and in groups.

PROFESSIONAL PROFILE

I am a goal-oriented, educated visionary who possesses excellent leadership, administrative and management skills. I take great pride in being balanced, accessible and a progressive leader who leads by example. Proven ability to mentor, coach, motivate, and set a positive example for all employees while pursuing a clearly defined vision. I am a problem solver who embraces and applies best practices to administer practically and prudently. I have earned a reputation for getting the job done by holding others and myself accountable, while possessing uncompromising integrity, honesty, trustworthiness and the highest of ethical standards. I have developed TEAMS who are willing to work together for the betterment of the city.

SUMMARY OF QUALIFICATIONS

I am a seasoned professional with over 30 years of government management and leadership experience, with a record of significant accomplishments in the following areas:

Team building

Government liaison

Policy development

Personnel development

Obtain grants and monitor

Resource management

Legal research & development

Cooperative partnerships

Training

Public safety operations

Labor negotiations

Fiscal management

Professional Experience

Interim City Manager - City of Coquille

Town Manager – Town of Lakeview, Oregon

City Manager – City of Nyssa, Oregon

Executive Director – Project Dove, Ontario, Oregon

Town Manager – Town of Lakeview, Oregon

Technician - DIRECTV, Boise, Idaho

Idaho Department of Health & Welfare - (Temporary Position), Boise, Idaho

City Administrator/Recorder, City of Mt. Angel, Oregon

City Administrator/Recorder, City of North Powder, Oregon

Legal Assistant, Coughlin, Leuenberger & Moon, PC – Baker City, Oregon

Legal Assistant, Carbon County Attorney, Red Lodge, Montana

Executive Secretary, United Food and commercial Workers Union, Local 1564

July 2019-November - 2019

September 2016 – June 2019

May 2007 – August 2016

October 2006-May 2007

March 2004 – January 2006

August 2003–October 2003

February 2003 – July 2003

November 1997– May 2002

March 1993- November1997

January 1991 – March 1993

April 1988 – December 1990

January 1986- January 1987

Significant Accomplishments

The following is a small list of accomplishments and projects I have managed to date:

- Managed and implemented large municipal budgets
- Obtained funds to build an \$8.1M Wastewater Treatment Improvement Plant funded by USDA-Rural Development, DEQ and Business Oregon
- Obtained a \$6.24M CDBG Grant/Loan through Business Oregon to build a Water Treatment Plant and System Improvements (In progress)
- Received and worked on grants for the following:
 - Water Master Plan
 - Water Conservation Plans
 - Sewer Facilities Plan
 - Water Rate Study
 - Sewer Rate Study
 - Received \$265,000 Affordable Housing Grant
 - Transportation System Plan - Bicycle Pedestrian Update
 - ODOT Grant – Locust Avenue Improvements
- Implemented a new Development Code in Nyssa
- Received \$1.M from ODOT-JTA Funding for local street improvements
- Approved for \$1.6M STIP project Street Improvement for 2015-2018
- Worked with Warner Canyon Correctional Institute to supply geothermal water to the Correction Facility which entailed drilling a geothermal well and reinjection well
- Union Negotiations for different bargaining units
- Evaluated and implemented administrative policies and procedures to meet City Council's goals and objectives
- Supervised and evaluated the performance of the city departments
- Directed the establishment of administrative standards, goals and objectives.
- Coordinated the activities of city departments to ensure timely, efficient and effective delivery of programs and services in a safe manner.
- Administered the development of procedures of budgets; developed operating and capital budget estimates and targets to guide departments; recommended budget and staffing levels to the City Council; projected budget needs; reviewed and commented on the justification for funding requests; established budget control systems; monitored expenditures to assure compliance with budgets.
- Administered the preparation of City Council meeting agenda and attended Council meetings; made oral and written presentations to the Council and other public and private organizations.
- Have worked with and built relationships with DEQ, OWR, ODOT, OHA, USDA-Rural Development, Business Oregon - IFA, Oregon Housing Authority, Community in Action, Malheur County Economic Development, Snake River Economic Development Alliance, and the Nyssa and Lakeview Chamber of Commerce, just to name a few.
- Researched and submitted grant proposals for capital improvement projects. Monitored and ensured that all grant guidelines, reports and services were provided in compliance with funding source requirements.
- Research and draft all ordinances and resolutions for attorney review.
- Union Negotiations with different bargaining units

Professional and Personal Reference

Bobbie Hickey, Friend	541-219-1947
Jim Hunt, Whittier City Manager, Whittier, Alaska	907-202-2442
Tawna Havel, Former Town Finance Director	541-219-0998
Ray Rau, Tillamook Police Chief	541-212-5158
Lynn Findley, State Representative	541-212-9526
Marla Roberts, Nyssa City Recorder, CMC	541-212-1359
Susan K. Walker, Former Nyssa Mayor/Friend	208-739-2178
Bert Purcell, Former Nyssa Council Member/Friend	208-507-1289
Duane Petty, Nyssa Public Works Lead Operator	541-823-2736
Arlene Clark, Former Lakeview Mayor	541-947-3032
Rick Stokoe, Boardman Police Chief	541-212-5523
Jennifer Rose, Former Coquille City Recorder	541-252-9059

Additional references provided upon request.