



WASHINGTON

CITY MANAGER

\$135,000 - \$168,000

Plus Excellent Benefits

Apply by
November 15, 2015
(open until filled)

***P*ROTHMAN**



WHY APPLY?



Located between Seattle and Bellevue, Woodinville is a convenient home-base to roughly 11,500 residents and is home to some of Washington's top wineries and premier retail shopping areas.

With easy access to local highways, Woodinville lets residents enjoy the advantages and convenience of being near several major metropolitan centers while maintaining the livability of all that is great about small town life.

This is an excellent opportunity for an experienced public sector management professional looking to make a difference in an active and growing community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

THE COMMUNITY

Located in the heart of the Sammamish River Valley, the area was named for Ira and Susan Woodin, early settlers who arrived in Woodinville in 1871. Like other nearby towns, Woodinville began as a logging community, became a farming center, and then developed into a suburb of Seattle after World War II.



Today, Woodinville flourishes with roughly 1,200 retail centers, restaurants and business services. The city's tourist district draws more than half a million visitors annually to its 21 major wineries, including Chateau Ste. Michelle Winery and Columbia Winery, the Redhook Brewery, and Willows Lodge & The Herbfarm Restaurant.

Woodinville's eleven public parks, multipurpose sports field, variety of paved and unpaved walking and biking trails, and local rivers allow for residents of all ages to enjoy a variety of recreational opportunities, including picnicking, recreational sports, horseback riding, golf, bocce ball, fishing, and kayaking.



Other local attractions include Chateau Ste. Michelle's summer concert series, which has hosted live performances for some of the best artists in jazz, rock, blues and contemporary music including James Taylor, The Beach Boys, Stevie Wonder, John Legend, and Sarah McLachlan, along with a variety of local farms and markets that provide locally grown produce and products.

THE CITY

Incorporated in 1993, Woodinville employs a Council-Manager form of government. The City directly employs 34 FTEs and uses contracts to provide various municipal services. Police services are provided through a contract with the King County Sheriff's Office. Emergency medical and fire services are provided through the independent Woodinville Fire & Life Safety District; and sewer and water service are provided by the independent Woodinville Water District.

The City uses a 2-year Budget that totals about \$46 million, with about \$22 million for operations, \$23 million for capital projects, and \$1 million for debt repayment. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

Woodinville consists of 5 city departments: Administrative Services, Development Services, Police, Executive, and Public Works and Parks. Human resources, City Clerk, and city communications are all functions of the Executive Department, headed by the City Manager.



THE POSITION

Working under the direction and authority of the City Council, Woodinville's City Manager serves as the City's Chief Executive Officer to plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances and programs, including long-range planning. The City Manager directs the work activities of employees and contractors directly or through designated supervisors, makes recommendations on all items that come before the City Council, coordinates activities with applicable Council Committees, citizen groups, intergovernmental agencies, and other organizations, appoints and removes all department heads, officers and employees of the City except where provided otherwise by law, and serves as City representative to various municipal and community organizations.

Dick Zais, who retired from the City of Yakima, Washington, after serving 33 years as City Manager, is serving as Interim City Manager. He will not be a candidate for the permanent position.

Other responsibilities include:

- Responsible for the efficient and effective management of the business affairs of the organization and public services provided by the City directly or by contracted services.
- Direct or develop and present recommendations to the City Council on issues coming before them and provide information to the Council that is necessary to the carrying out of the Council's legislative role.
- Responsible to ensure the financial integrity of the City and to develop, implement and manage the City budget after Council adoption.
- Responsible for the management and appointment or removal of the City's work force by planning and providing for sufficient staffing levels, equipment, facilities, motivation, training, discipline, compensation and development opportunities within Council adopted budget appropriations to effectively carry out City services.
- Review all items that come before the City Council and make recommendations on pertinent items to assure the effectiveness of City services, coordination of all functions of City government and determine procedures to comply with applicable laws.
- As defined by Council, maintain active participation in local and regional multi city/county groups whose activities influence the direction of the City and its operations.
- Develop and/or oversee development and implementation of City-wide policies, regulations and procedures as directed by the City Council; analyze impact of actions on budget, staffing levels and legalities.
- Manage and administer the City's human resource management program. Provide direction to Department Heads regarding personnel actions, consistent with established policies, and practices. Develop policies and procedures related to personnel functions.
- Plan, organize, direct and control the work schedules of City employees directly or through designated Department Heads and supervisors.
- As appropriate and required, represent the City on committees and at hearings. Attend Council meetings and any other meetings, as designated.
- Perform or direct investigations, studies and surveys directed by the Council to promote efficient operation of the City and any other assignments or projects as may be developed by the Council.
- Assure the prompt investigation of citizen questions and/or complaints regarding the functions of the City or any department as appropriate. Personally initiate action to resolve complex problems.



CHALLENGES & OPPORTUNITIES

1. Council Retreat with City Management

With the election of two new council members the City Council is considering a retreat to review and update city goals and strategic initiatives for the next year. This will be an important opportunity for the new city manager and Council to begin their working relationship.

2. Completion of the Comprehensive Plan

The Comp Plan has been the subject of intense review, analysis and revision by the city for the past year. While the Plan is targeted to be completed and adopted by the end of 2015, there will be considerable work to follow-up and implement the enabling legislation early in 2016.

3. Property Acquisition by City

There are a number of private properties presently targeted for acquisition by the City for various municipal purposes and needs. Several of these are pending now with others to be negotiated in the next year, depending upon Council priorities and direction.

4. Preparation of 2017-18 Biennial City Budget

The present City Budget encompasses the 2015-2016 years. A mid-term budget adjustment will be presented to the Council in November of 2015 for the 2016 Budget year. In the spring of the 2016, work will begin for the 2017-2018 biennial budget. A number of major capital budget projects are being planned for the next budget cycle. This will, of course, be a high priority for the new city manager.

5. Study on Solid Waste Transfer Station

Woodinville has been concerned for a number of years that a regional solid waste transfer station

could be sited in or near by the City limits. The City Council is on record as opposing the plans. The City will need to vigorously defend its position in this matter along with neighboring communities in King County.

IDEAL CANDIDATE PROFILE

Woodinville is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing the city. He/she must have a proven track record of responsible budget and financial management and must be politically aware of the ability to work with the council to reach their goals. Communication with Council will be of the highest importance, along with the ability to offer the council multiple options and respectfully debate topics.

The new City Manager will be relied upon to serve as an approachable leader, and must have the ability to foster a strong team environment. Setting individual department goals, based on council goals, and allowing department directors to talk with and work with the council is imperative.

The ideal candidate will have a strong understanding of economic development, and have good organizational development skills. The manager will delegate appropriately, and have a track record of implementing policies and systems that create and maintain a high-performance, organizational culture. The next manager will be approachable by all citizens, staff and Council, and will communicate effectively, with honesty and transparency. He/She will establish and maintain effective working relationships with other employees, the Mayor, the Council, and the public by getting out into the community to meet residents and understand their needs.

The ideal candidate will be approachable, responsive, and down-to-earth, and must be able to embrace community involvement by listening to all voices, not just those most vocal. Reaching out to citizens and inspiring more community involvement will be a priority. The ideal candidate will be collaborative yet can make the hard decisions when necessary by guiding but allowing the council to take the lead. A strong sense of integrity, honesty, and professionalism is required for the new City Manager.

EXPERIENCE & EDUCATION

A bachelor's degree from an accredited college or university in public, business administration, or related field, and at least seven (7) years' management experience in government and administration, budgeting, fiscal management or related fields is required, with a Masters degree preferred. Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job may be considered. Candidates must possess or be able to obtain a Washington State Drivers License, and have a driving record acceptable to the City insurance carrier.

COMPENSATION & BENEFITS

- **\$135,000 - \$168,000 DOQ**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 11 Paid Holidays
- PERS and MEBT
- Employee Assistance Program
- Automobile and Technology Allowance

Please visit:
www.ci.woodinville.wa.us

The City of Woodinville is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 15, 2015** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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