



## CITY ADMINISTRATOR

**\$136,308 - \$170,376**

*Plus Excellent Benefits*

*Apply by*

**April 15, 2018**

*(first review, open until filled)*

***P*ROTHMAN**



## WHY APPLY?



Located in western Washington on a quiet and beautiful peninsula along the shores of the Puget Sound and Gig Harbor Bay, the city of Gig Harbor has a rich history as pioneers of fishing, farms, mills, steamboats, ferries, and bridges. Due to Gig Harbor's close access to several state and city parks, and historic waterfront that includes boutique shopping and fine dining, the city has become a popular tourist destination.

The community prides itself on its remarkable atmosphere, natural beauty, exceptional schools, and many parks and beach areas. Gig Harbor intends to be model city in protecting its historical character, while managing the demands of rapid growth. The City of Gig Harbor offers the right candidate an opportunity to work with an excellent staff in a dynamic organization. If you are looking for a position that will provide you a stimulating challenge along with great satisfaction, this is the job and community for you!



## THE COMMUNITY

Incorporated in 1946, Gig Harbor covers 5.96 square miles with a local population of approximately 9,500 and a population of over 60,000 in the greater metropolitan area. Gig Harbor is known as a quaint, charming, and historic city having a maritime-based heritage. Private marinas, public boat docks, diverse local businesses, lively neighborhoods, active community involvement, and award-winning schools have created a strong sense of community. Gig Harbor is home to artists, writers and entrepreneurs adding a level of sophistication to its charm.



Named one of Smithsonian Magazines Top Five Small Towns for culture, heritage and charm, and home to wonderfully appointed inns and hotels with many options in between, Gig Harbor has become a popular tourist destination. The city offers quaint shopping opportunities, three free waterfront museums, multiple waterfront parks, one featuring a viewing platform with a panoramic view of the harbor.

The waterfront also offers many recreational activities including kayak, paddleboard and boat rentals, romantic gondola rides, and year-round harbor boat tours. For entertainment the city offers Concerts in the Park, Movies in the Park, a Farmers Market, and a wonderful piece of Americana, the Maritime Parade and Festival with the traditional blessing of the commercial fishing fleet. The city also has a diverse selection of restaurants, local breweries, tasting rooms and a local distillery.

Home to the Harbor History Museum and many public landmarks, including the Eddon Boat Building, Jerisich Dock, and Gig Harbor Lighthouse, the community's fishing village heritage is also evident when visiting the area. Beyond the image of a Maritime City, Gig Harbor is also made up of lakes, valleys and forested areas that provide an amazing array of unique neighborhoods, with five city parks within minutes of downtown.

Nearby recreational attractions and activities include golfing at Gold Mountain Golf Course and Chambers Bay - the first course in the Northwest to welcome the U.S. Open Championship, sight-seeing and hiking at the 369 square-mile Mount Rainier National Park, wildlife encounters, world-class fishing, and whale watching in the Puget Sound, and skiing and snowshoeing at both Crystal Mountain Resort, and the Snoqualmie Pass Ski area, each under 2 hours away.



Gig Harbor has experienced unprecedented growth over the last 10 years and has been the fastest growing community in Pierce County for the past five years. The rapid growth has been perceived by many to have had a negative impact on the local infrastructure threatening Gig Harbor's historic authenticity and maritime culture.

## THE CITY



Mayor Kuhn

The City of Gig Harbor is a full-service city with an exceptional workforce of approximately 110 employees. The City operates under the strong mayor-council form of government with seven City Councilmembers. The City Council establishes citywide policy and the elected Mayor is responsible for the day-to-day administration of city business, implementation of council policies and establishment of operating policies and processes. In the November 7, 2017 election, the residents of Gig Harbor elected a new mayor and four new council members. Mayor Kuhn received 71 percent of the vote, and all winning candidates campaigned on the similar platform to slow down the rate of growth while still creating a vibrant city. The City will still need to focus on fixing traffic congestion and making the city government more transparent.

City departments include Administration, Building & Fire Safety, Court, Finance, Human Resources, Information Technology, Parks, Planning, Police, Public Works, and Tourism & Communication. The City has a total 2017-2018 adopted budget of \$142.9 million.



## THE POSITION

Under the direction and with the authority of the Mayor, the City Administrator is responsible for providing professional managerial leadership and direction to all City departments, including the administration and coordination of the activities and functions of the various city officers, departments, commissions and boards in implementing the requirements of city ordinances and the policies of the City Council. The City Administrator must also develop effective working relationships with elected, administrative and program officials to ensure cooperation and efficient operation of city government. This position has wide latitude for independent exercise of good judgement and effective action.

### Other responsibilities include:

- Responsible for city's selection, evaluation, training, and termination of management and administrative staff; supervises personnel records and payroll; administers employee benefits; and supervises time and attendance recordkeeping.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of city government departments and offices, as well as developing policy related to the general future direction of city government.
- Directs the annual budget preparation and submittal to the City Council and monitors budget compliance on a monthly basis.
- Directs all aspects of Clerk and Treasurer functions, and the establishment and maintenance of city records.
- Works with the Mayor, the community and businesses to develop and implement an effective economic development plan for the city
- Reports regularly to the Mayor concerning the status of projects and functions of the various city departments and offices. Reports to and advises the Mayor and City Council as appropriate, on immediate as well as emerging municipal problems.
- Assists the Mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.
- Attends various civic and business meetings on behalf of the city.
- Directs the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- Needs to work closely with the Mayor and his vision.

## OPPORTUNITIES & CHALLENGES

**Manage Change:** The city requires an effective leader able to manage change constructively. There is a need for better planning, congruent development of infrastructure, clear goals and expectations for staff, consistent and fair accountability, and a leadership style which challenges the organization to stretch and reach its full potential.

**Transparency & Trust:** The Mayor believes that transparency and customer service are values which need to be elevated as priorities in his administration. The new City Administrator must have a demonstrated ability to build trust with the community, staff, and Council. He/she must be an example of great customer service and promote great customer service to the community as well as within and between city departments.

**New Strategic Vision:** There is a need for leadership in the formation of a new strategic vision and plan for the community. The demographics for the community are trending to younger and larger households. There will be increased pressure for expanded recreational facilities, affordable housing and other amenities. There is also a need for better use of technology within the organization and to enhance the services provided to the community. Completing a new strategic plan will be a priority of this administration over the next two years.

**New Mayor and Council Members:** The City has a new mayor and five new councilmembers as of November 2017; four elected and one appointed. The new City Administrator must be politically astute, and able to educate, inform and advise the Mayor and Council on viable options as they seek to improve the city government and quality of life in Gig Harbor. This will require the Administrator to assume the role of a trusted advisor, capable manager, and wise politician.



**Succession Planning:** Twenty-five percent of the city workforce will retire in the next five years. Succession planning has not occurred. The City administrator must begin appropriate Human Resource practices which will develop current staff or seek talent outside the organization in order to assure that capable candidates will be available for key job openings in the future.

## IDEAL CANDIDATE

The ideal candidate will have been a successful city administrator/manager and will have previous experience in an organization recognized for excellent customer service and continuous improvement. The new city administrator will be a talented manager and leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing cities. He/she should be honest, hard-working and approachable by citizens, staff and Council, while assisting in establishing an atmosphere of trust, mutual respect and cooperation. The candidate will be politically astute and demonstrate an unquestionable sense of integrity.

The new city administrator must be able to accept and support decisions in a positive manner and take a collaborative approach in providing city services. He/she will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment. The ideal candidate will have a proven track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

## Education and Experience:

This position requires a bachelor's degree from an accredited college or university in public administration or a closely related field. A master's degree in public administration or business management is preferred. Competitive candidates should have at least five to seven years of senior public-sector management experience, such as city manager or administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

## COMPENSATION & BENEFITS

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- **\$136,308 - \$170,376 DOQ**
- Medical, dental, and vision insurance
- Long-term Disability
- Life Insurance
- Vacation accrual
- Sick Leave Accrual
- 2 Floating Holidays annually
- 40 hours Bereavement leave
- 401(a) Plan in place of Social Security
- 457(b) Plan (optional – Deferred Comp)
- DRS PERS Retirement Plan
- HRA/VEBA (mandatory \$50 per pay period)
- HSA – Optional if the HDHP medical plan chosen (city funded for 2018 – 2019)
- FSA – Optional (limited to Dental and Vision only if HDHP and HSA active)



**For more information on the City of Gig Harbor, please visit:**

**[www.cityofgigharbor.net](http://www.cityofgigharbor.net)**

The City of Gig Harbor is an equal opportunity employer and values diversity at all levels of its workforce. All qualified candidates are strongly encouraged to apply by **April 15, 2018** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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