



# CITY MANAGER

## \$150,000 - \$180,000

*Plus Excellent Benefits*

Apply by  
**October 6, 2019**  
*(open until filled)*

**PROTHMAN**



## WHY APPLY?



Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane on Highway 1-90 between fields of agriculture, fresh-

water lakes, vineyards and popular recreational destinations. The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races.

This is an excellent opportunity for an experienced public sector management professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with a dedicated City Council and staff to achieve the City's goals and provide outstanding services to its citizens. 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

The main attraction in Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state.



The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. The water park is open from Memorial Day through Labor Day, and the main features are the 200-foot water slides, the lazy river, the surfing simulator, the beach and bay swimming area, and sand volleyball courts.

Moses Lake is host to several festivals and other community events throughout the year, such as tournament league baseball, Moses Lake Rodeo Roundup, and the Moses Lake Spring Festival. Held over Memorial Day weekend, this festival kicks off the summer tourist season. Entertainment includes live music performances, a Kiddie Parade, a Grand Moonlight Parade, carnival-style rides and games, a car show and a basketball tournament. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.

Historically, Moses Lake's economic base has been agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry, but manufacturing and technology have also become important to the local economy. Several companies have moved to the area, including Mitsubishi Regional Jet, Genie and several chemical companies.

The Port of Moses Lake is an aviation, manufacturing, and technology hub and the port operates the Grant County International Airport, one of the largest airports in the western United States. Formerly the Larson Air Force Base, the airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world.

The Moses Lake School District, with ten elementary schools, three middle schools, one high school, and a technical skills center, offers a high quality of teaching and many extra-curricular activities to its students. Moses Lake is home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year.



## THE CITY

The City of Moses Lake was incorporated in 1938. Its current population is estimated at nearly 24,000 and it is the largest city in Grant County. Moses Lake has a council-manager form of government. Seven council members are elected by the voters and represent the entire community and the Mayor is elected by the council members. The City Manager is appointed by the City Council. 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.

City departments include: Administration, Finance, Community Development, Municipal Services (includes Public Works and Engineering), Parks & Recreation, Police, Fire, Human Resources, Municipal Court and Utilities (includes water, sewer, storm water, garbage and ambulance). Moses Lake's budget for 2019 is \$76,677,000 with a General Fund of \$25,652,000. The City employs 195 regular FTE's and over 200 seasonal workers.

The City of Moses Lake Civic Center opened its doors in January 2012. The building includes City Administration, Finance, Utilities, and the Moses Lake Museum & Art Center. Facilities available for public use in the Civic Center are the Civic Center Auditorium, Council Chambers, and the Avenue. The Avenue is designed to provide a social gathering place for before/after meetings, events, and art shows.

The Civic Center is located at the nine-acre Civic Center Park which includes an open park area, picnic tables, the WSU Grant/Adams Master Gardeners Drought-Tolerant Demonstration Garden area, the Civic Center Annex (former City Hall), the Moses Lake Public Library, and the Chamber of Commerce building.

The Moses Lake Parks & Recreation Department operates an extensive park system that features numerous recreational sites and programs. Facilities include the Surf 'n Slide Water Park, the Moses Lake Museum & Art Center, Cascade Campground, boat launches, playing fields, picnic shelters, an ice rink, a roller skating rink, a recreation center, an athletic complex, a remote control track, a skate park, and the Centennial Amphitheater. The amphitheater features a casual grassy bowl seating area and spectators enjoy the view, performances and shows with the lake serving as a beautiful backdrop.

## THE POSITION

Under the broad policy guidance of the City Council and within the provisions of federal and state laws, manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress; and directs changes as necessary.

### Other responsibilities include:

- Provides professional advice to the City Council and department directors; communicates official plans, policies, and procedures; and makes presentations to Council, staff, boards, commissions, civic groups, and the general public.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget; and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Issues written and oral instructions; and assigns duties and examines work for exactness and conformance to policies and procedures.

- Appoints and removes all employees of the City; appoints, and removes as appropriate, members to the Library Board and Civil Service Commissions; maintains harmony among workers; and resolves grievances.
- Prepares and submits to the City Council such reports as may be required by that body or as the manager may deem advisable.

## CHALLENGES & OPPORTUNITIES

### New Facilities

The City is in the process of building new facilities throughout the city including a new Parks and Recreation community center, Public Works storage facility, remodeling the Police Department and a future Fire Station.

### Economic/Urban Growth

The City is experiencing a large upswing in economic and urban growth with the recent announcement of a new high school, a new elementary school, a new hospital, an LDS Temple, additional hotels, restaurants and businesses. The City will be reviewing and revising its comprehensive plan under the Growth Management Act in the coming year.

### Salary Survey

The City recently completed a salary survey with the goal of funding the salary increases in 2020.

### Staff

Most departments have unfilled positions due to retirements and resignations. This has had an impact on public services. The new City Manager will need to prioritize how these positions are to be filled in the future as demands for increased levels of service continue and grow.

### Social Media

The City has recently added a Communication and Marketing Specialist and has expanded its social media presence. The goal is to make citizens aware of community events, projects and advisories. Through this program, the City is also marketing its employees and what services the City provides to its citizens.

### Employee Claims

The City has been served with several claims of sexual and workplace harassment by current and former employees involving the previous administration. The claims are being investigated and litigated through the City's insurance carrier.

## IDEAL CANDIDATE PROFILE

Moses Lake is looking for a leader and manager who understands all aspects of municipal government. He or she will have had previous experience in an organization of similar size and complexity and recognized for excellent customer service and continuous improvement. The ideal candidate will be a creative thinker with an open mind and will have a long-term outlook for the City. The new City Manager will need to be prepared for the rapid growth the City is experiencing and managing the services that are needed to keep pace with growth. The successful candidate will also have a thorough understanding of municipal government budgeting and finance, and good fiscal stewardship.

The ideal candidate will be a manager who has exceptional skills working with councils, both individually and as a corporate body. He or she must understand the importance of providing Council with information and keeping them informed at all levels. He or she must be able to assist Council Members in team building and reaching consensus and will have the skills to build an atmosphere of trust, mutual respect and cooperation. The successful candidate must also be able to assist Council in prioritizing goals and work plans that are commensurate with staff resources.

The ideal candidate will have a proven track record of delivering results, will be comfortable with delegating, and will create a positive and productive working environment characterized by collaborative teamwork with department directors. The new City Manager will be a good listener who consistently deals well with personnel throughout all levels of the organization. The ideal candidate will be someone who can motivate staff and be relied upon to serve as a mentor for those interested in personal and professional development and will have an eye toward succession planning.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences, such as the City Council, community groups and other boards and committees. He or she should be able to work effectively with opposing viewpoints in the community. The ideal candidate will be approachable, patient, and have an appropriate sense of humor, and will encourage open communication based on an environment of trust and integrity.

The ideal candidate will be comfortable relating to and reaching out to citizens in a diverse community who represent a variety of interests and backgrounds, as well as being accessible and responsive to them. He or she must be able to embrace community involvement and take an interest in community events and activities.

### EXPERIENCE & EDUCATION

A bachelor's degree from an accredited college or university in public or business administration, or related field; and at least seven to ten years of progressively responsible experience in municipal government, including five years of senior management responsibility is required. Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job may be considered.

### COMPENSATION & BENEFITS

- **\$150,000 - \$180,000 DOQ**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Plan
- Employee Assistance Program



Please visit:  
[www.cityofml.com](http://www.cityofml.com)

The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 6, 2019** (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](http://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.



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

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