



# CITY ADMINISTRATOR

## \$103,000 - \$120,000

*Plus Excellent Benefits*

Apply by  
**March 8, 2020**  
*(open until filled)*

**PROTHMAN**



## WHY APPLY?

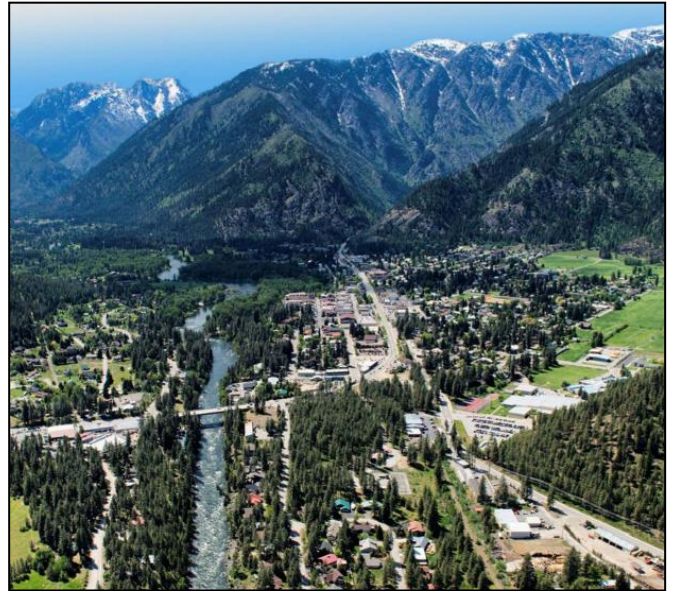


The City of Leavenworth, “Washington’s Bavarian Village,” is one of the most popular tourist destinations in the State. Nestled in a beautiful valley surrounded by mountain peaks that rise more than 8,000 feet, the City is a scenic drive of just 118 miles from Seattle. Leavenworth is a dynamic tourist city with award-winning schools, thriving businesses, great family neighborhoods, and many opportunities for outdoor recreation.

This is an excellent opportunity for a talented public sector professional to make a difference in a picturesque community that takes pride in its history, natural beauty, and way of life. The City is financially sound and is dedicated to providing outstanding services to its citizens and a welcoming experience to its visitors. If you are interested in working in a lively and unique environment, this is the right position for you!

## THE COMMUNITY

Framed by the Cascade Mountains, Leavenworth, Washington is located in the upper reaches of the Wenatchee River Valley in Chelan County on the east side of the Cascade Mountains. The City is perfectly situated on the confluence of the Wenatchee and Icicle Rivers. The popular Bavarian mountain village theme is not only attractive to the approximately two million tourists who visit Leavenworth each year but is also found in the lifestyle chosen by its residents who embrace their adopted theme in the many festivals and community activities.



As you wander past the Bavarian architecture, you are enjoying the fruits of a well laid plan. Leavenworth is the inspiring story of a town that reinvented itself. With the loss of its railway and timber industries, Leavenworth was a town in slow decline. In the early 1960s, it took the brave and determined decision to invest in tourism for its future. Inspired by the resemblance of the surrounding countryside to Bavarian Germany, with its mountain wilderness and rolling meadows, Leavenworth was remodeled as a Bavarian alpine village. Such was the town's commitment to the project that the Bavarian theme was carefully researched, architects were hired, building codes were changed and townspeople took to learning about the German culture.

Leavenworth has four distinct seasons, each as beautiful as the other, bringing new surprises each year. Community festivals abound, with each season inviting residents and tourists alike to partake in experiencing this wonderful city. Leavenworth is known for its dry mountain climate. With over 300 days of sun each year, the area is protected by the rain shadow of the Cascade Mountains, keeping it crisp and cool, with marvelous fall colors, romantic, snowy winters providing many outdoor activities and active, sunny summers. Leavenworth and the incredible surrounding area offer recreation activities for everyone, including hiking, rock climbing, fishing, boating, river rafting, downhill and cross-country skiing, mountain and road biking, and a municipal eighteen-hole golf course, to name just a few.

## THE CITY

The City of Leavenworth operates under a strong Mayor/Council form of government. The Executive Department is led by Carl Florea, who works closely and effectively with the City Administrator. The voters elect seven City Council members who work on a committee basis. The Mayor hires a City Administrator to implement the City Council's vision and policies and oversee department directors and city staff. The Mayor and Council establish priorities for the City Administrator through adoption of the annual budget and strategic objectives designed to help achieve the city's mission.

The management team is comprised of the City's Department Directors who enjoy cooperative and effective working relationships. The City of Leavenworth is a full-service city with 4 departments including Administration, Finance/City Clerk, Development Services, and Public Works. The Public Works Department includes water, sewer, roads and parks. The City also provides sanitation services. Fire services are provided by Chelan County Fire District #3, and police services are contracted through the Chelan County Sheriff's Office. Electricity is provided by the Chelan County Public Utility District.

The 2020 City Budget with Fund Balances is \$21,413,343, 2020 revenues are projected at \$13,523,402 and expenditures at \$11,369,941. The general fund/street fund budget is \$3,330,093 and the 2020 total budget number given does not include a \$10 million dollar waste treatment plant improvement currently underway. The waste treatment plant improvements will be financed through a Rural Development Loan/Grant Program and Sewer Fund Capital Reserves. The City of Leavenworth employs 29 talented and dedicated fulltime employees. The employee count increases to over 50 from mid-May through mid-September.

Leavenworth boasts a booming tourist-based economy with over 400 local businesses. City revenue sources in 2019 included \$2.479 M in Sales Tax revenue, \$2.399 M in Lodging Tax Revenue. The City's municipal area is 1.4 square miles, although the Leavenworth Community area encompasses community members living on the Icicle River, Wenatchee River, the Town of Plain and Chumstick areas, and services over 3,800 community members.

## THE POSITION

Under the direction and authority of the Mayor, the City Administrator plans, organizes, directs and/or performs the development, management and administration of City-wide administration.

### Main responsibilities include:

- Plan, organize, direct and perform the development, management and administration of budget and personnel
- Direct work activities, prepare materials for Council consideration, coordinate Council committee activities, risk management, contract management, and labor contract negotiations.
- Represent the City to various municipal and civic organizations.
- Make day to day decisions to keep the organization functioning per Mayor and Council policies and recommend new policies as they seem appropriate.
- Coordinate the activities of City departments to effectively and economically accomplish the mandates of the City ordinances, the directions of the City Council and those required by law.
- Prepare annual budget and submit to Mayor.
- Plan for future development of urban and non-urban areas to provide for growth expansion, expansion of services, and other activities.
- Perform studies and analysis of Federal, State and local governmental programs and provide recommendations to elected officials regarding the City's responsibility for and/or the desirability of participating in these programs.
- Propose changes to policies, ordinances, and other regulatory constraints which will facilitate or improve the operation or management of the City.



## OPPORTUNITIES & CHALLENGES

1. The Mayor has identified affordable housing as a critical issue for the community. The City has recently completed a housing study to inform the Mayor and Council of the nature of this issue. The next City Administrator will work with the Mayor and Council to develop an Affordable House Action Plan using the recently completed housing study as a guide, to include identifying potential funding mechanisms.

2. The City is building a new sewer treatment plant and has allocated \$9 million for this project. Bids were recently opened. Making sure that the building of this new treatment plant comes in on time and on budget will be a priority of the new Administrator.

3. A study of the water treatment plant on Icicle Creek was completed in 2018. Built in 1971, the plant is operating in an acceptable manner, however several future improvements were recommended in the report. The next Administrator will need to work with the Mayor, Council, and Public Works Director to ensure that these improvements are included and funded in the City's water system planning efforts.

4. Parking in the City's downtown area has become more of a problem in the last several years. A parking study was completed that identified issues that contribute to the problems and offered potential resolutions. The next City Administrator will work with the Mayor, Council, and business community to continue the work of resolving this issue.

5. Over 50 years ago, the community was in decline. Leaders engaged the community in a process that was named LIFE (Leavenworth Is For Everyone) out of which came the decision to brand the city with a Bavarian theme. The Mayor proposes to re-engage the community in a similar review that he is calling LIFE 2. The next Administrator will work closely with the Mayor and Council on this endeavor.



## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree from a four-year college or university in public administration or a closely related field is required. Candidates must have five (5) years of progressively responsible management experience in government.



### Necessary Knowledge, Skills and Abilities:

- Strong speaking and writing skills with a positive, creative, "can do" attitude.
- Ability to function as a manager over subordinate supervisors and to conceive and implement plans, administrative procedures, establish long-range goals and accomplish these effectively.
- Familiarity with accounting, budgeting, purchasing and other financial processes and techniques.
- Ability to make presentations concerning local governmental subjects to diverse groups of people, including City Council, citizens groups, civic groups or other governmental agencies.
- Ability to analyze situations and to make sound judgements on course of actions to be taken, build partnerships and negotiate for solutions.
- Ability to deal fairly, courteously, and tactfully with the public, being mindful and sensitive to community feelings.
- Experience supervising the activities of subordinates with skill and concern, so as to bring out the best in employees.
- Skills in grant research and writing.
- Ability to thrive in a dynamic and demanding environment in a community that has diverse expectations regarding the appropriate balance between community growth and livability.
- Skill in being flexible but firm when appropriate, being a positive and enthusiastic mentor who fosters a spirit of teamwork and engages staff to maintain a professional yet fun work atmosphere.

**COMPENSATION & BENEFITS**

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- **\$103,000 - \$120,000 DOQ**
- Medical, Dental and Vision
- Life Insurance
- Vacation
- Sick Leave
- 10 Paid Holidays
- 2 Floating Holidays
- WA PERS Retirement Plan



Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

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

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The City of Leavenworth is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 8, 2020** (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.

***PROTHMAN***

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

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