



CITY MANAGER

UP TO \$163,296 DOQ

Plus Excellent Benefits

Apply by
February 14, 2021
(First Review, Open Until Filled)

PROTHMAN



CITY OF ELLENSBURG, WASHINGTON



Located 100 miles east of Seattle at the intersection of Interstate 90 and Interstate 82, Ellensburg is the county seat of Kittitas County and is home to Central Washington University. Ellensburg, the largest city and county seat of Kittitas County, is home to over 20,300 residents including 11,800 students who attend Central Washington University: home of the Wildcats. Ellensburg is well known for its family atmosphere, friendly residents, and rural lifestyle. Residents and visitors enjoy the City's summer music festivals, seasonal Farmer's Markets and the annual County Fair and Rodeo. The area is also graced with miles of trails for biking, hiking, wildlife viewing, and horseback riding. The Yakima River hugs the southwestern border of Ellensburg and provides riverfront views from parks and golfing at the Ellensburg Golf and Country Club as well as world-class fly fishing and guided fishing trips. With over 200 days of sunshine each year, Ellensburg allows for an abundance of activities regardless of the temperature.



Other local nearby attractions including the Sun-cadia Resort, the Basalt Columns, Palouse to Cascades State Park Trail, and Swiftwater Cellars Winery bring in thousands of tourists each year. Tourism continues to boost the economy year-round where residents and visitors can also enjoy unique antique and specialty shopping, and many exceptional restaurants throughout the whole County. Continuing west on Interstate-90 just an hour from Ellensburg, the Summit at Snoqualmie Pass provides more winter activities for avid alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts. To learn more about the history of Ellensburg, please view the attachment found [here](#).

THE CITY & POSITION

The City of Ellensburg operates under a Council-Manager form of government. The seven-member City Council is elected at large, and members serve four-year terms. The City Council elects a Mayor and Mayor Pro Tem from the Council to serve two-year terms. The city employs approximately 147 regular full-time employees along with more than 100 part time staff. With an annual budget of \$105.2 million, Ellensburg serves its citizens from nine departments including: City Attorney, Administration, Community Development, Finance, Human Resources, Library, Parks & Recreation, Police, and Public Works & Utilities.

The City Manager is appointed by the City Council and serves under contract. The City Manager is the chief executive officer for the City, supervises all department directors, and is responsible for their day-to-day direction. The City Manager is responsible for supervising the City's administrative and day-to-day activities and assists the Mayor and Council in managing the regional and inter-governmental affairs of the City. To view the full responsibilities of the position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Optimism for the Future

The City's revenue picture remains sound, and staff at the director level are very capable and committed to the City's continued success. The City's labor force is mostly from residents in the City who are proud of the community they serve and the work they do.

Diversity Equity and Inclusivity

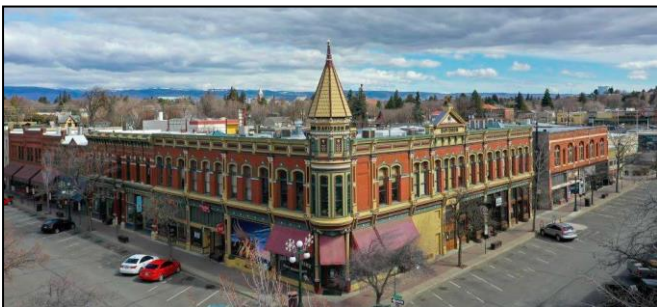
The Council has spent the past six months engaged in conversations with the underrepresented populations in the community. A report detailing their efforts and recommending steps for the City to take to enhance its treatment and recognition of the diverse populations that exist in the community was prepared and accepted by the Council. The most significant recommendation from the report is the formation of a Diversity, Equity, and Inclusivity Commission.

Energy Policy

This City owns and operates the natural gas and electric utilities in the community and has a population that is highly active in environmental stewardship. As a result, renewables and carbon footprint reduction are frequent and sometimes passionate topics. Currently the City purchases the majority of its electric power from the Bonneville Power Administration, and contracts for natural gas purchase on the open market. The City also has a solar farm that generates a small amount of solar power, and policies are in place to support small solar installation in the community which is expanding rapidly. The City's contract for power purchase will be renewing in the next few years and there has been significant discussion around reducing its reliance on fossil fuel-based power generation.

Wastewater Treatment Plant Capacity Issues

The City's wastewater treatment plant is aging and has had a significant portion of its capacity reduced through regulatory changes occurring since its construction in 1970. The City has invested in plant upgrades and continued to operate the plant in compliance with the City's discharge permit. While the plant has routinely received awards from the State Department of Ecology for plant and staff efficiency, the aeration component of the plant is nearing its realistic maximum and staff has executed a contract with a consultant to review this issue and make a recommendation for plant expansion.



IDEAL CANDIDATE

Education & Experience:

Graduation from an accredited four-year college/university with a degree in public administration, planning, public affairs, or other areas related to administration in a government setting or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities, and a minimum of seven (7) years in a management role as a City Manager, Deputy, Assistant City Manager or Public Sector Department Director is required. A master's degree in a related field is strongly preferred.



Necessary Knowledge, Skills & Abilities:

- Comprehensive knowledge of modern local government management principles and practices, concepts, methods, and procedures.
- Selected candidates will have proven interpersonal skills, be personable but professional, forthright, and charismatic.
- Strong organizational and budgeting abilities, working knowledge of economic development, and the ability to be an effective steward of the City's finances.
- The ability to communicate effectively both orally and in writing, with the ability to analyze complex problems and identify alternative solutions.
- The individual selected will be a confident and persuasive communicator who is sensitive to the communications and information needs of the organization and the community.
- The ideal candidate will be an inspiring visionary, possessing strong leadership skills, and be extremely well versed in all aspects of local government finance.

- Proven experience as an innovative thinker who is open to new ways of doing business when efficiencies can be realized, and services can be streamlined or improved.
- The ability to create and maintain effective long-term working relationships with elected and appointed officials is a requirement for success in Ellensburg.
- The ideal candidate will be a mature individual who is calm, cool, and collected. He or she will take a straightforward and analytical approach, be a personable problem solver, and be able to listen while still able to articulate the city's position to a diverse range of groups.
- The ability to be transparent, develop and stick to timelines, and be proactive in tackling projects.

COMPENSATION & BENEFITS

- **UP TO \$163,296 DOQ**
- Excellent medical, dental, and vision benefits.
- Long term disability.
- Life insurance.
- Optional Washington Public Employee Retirement System and three options of 457 deferred compensation plans.
- 9 paid holidays
- 5 employee choice days
- Up to 40 hours of Executive Leave per year
- PTO leave (Depends on years of service)
- Automobile allowance

Please visit:

www.ci.ellensburg.wa.us

The City of Ellensburg is an Equal Opportunity Employer M/F/D/V. All qualified candidates are strongly encouraged to apply by **February 14, 2021** (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 "**Open Recruitments**", select "**City of Ellensburg, WA – City Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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