



# MUNICIPAL SERVICES DIRECTOR

Starting Salary Range:

**\$129,983 - \$143,477**

*Plus Excellent Benefits*

*Apply by*

**June 7, 2021**

*(open until filled)*

**PROTHMAN**



## MOSES LAKE, WASHINGTON



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, freshwater lakes 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. Moses Lake is situated in central Washington State in an outdoor recreation mecca. 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.



Moses Lake's history is rooted in its place in aviation history as the city grew up around the former Larson Airforce Base which is now the Grant County International Airport. Moses Lake also has a backbone economic base in agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry.

Manufacturing and technology have become important to the local economy as several companies have moved to the area, including Aerotec, REC and Chemi-con, complementing the Boeing presence at the Port of Moses Lake/Grant County International Airport.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. 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 has ten elementary schools, three middle schools, one high school, the Real World Academy (a "maker's" high school) in development and a technical skills center, which together offer a high quality of teaching and many extra-curricular activities to its students. Moses Lake is also home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year. Recent investments in the BBCC campus and its programs make it one of the top community colleges in the state.

Moses Lake has a growing arts and culture scene fueled by Columbia Basin Allied Arts based at Big Bend Community College, the Moses Lake Museum and Arts Center, and designs on a revitalized downtown/creative district.

## 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 2021 is \$95,096,000 with a General Fund of \$29,536,000. The City employs 213 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 DEPARTMENT & POSITION

The Municipal Services Department governs two divisions: Public Works and Engineering. Public Works is comprised of six divisions including Building Maintenance, Equipment Rental, Stormwater, Street, Wastewater, and Water. The Engineering division includes City Engineering and Development Engineering. The Municipal Services Department operates with 72 FTEs on a 2021 budget (operating and capital) of \$39 million.

Under the direction of the City Manager, the Municipal Services Director serves as a strategic member of the City's Leadership team and oversees the Municipal Services Department which provides the City's water, wastewater, fleet, street, storm, building maintenance services and oversees the City's municipal airport. This position also oversees Engineering Services on an interim basis. The primary responsibility of this position is to lead the identified divisions in planning, implementing and coordinating the programs and activities of the divisions; determining program priorities through the budget process; assisting division heads with the preparation, implementation and evaluation of program objectives and activities; evaluating program accomplishments; and working with division heads in developing efficient and effective staffing to meet organizational objectives.

For a full job description, please view the attachment found [here](#).



## CHALLENGES & OPPORTUNITIES

- 1) First and foremost, the City is looking for a leader who can develop and mentor the team to carry out the work ahead.
- 2) Due to impending retirements and staff changes, this position has the opportunity to mold the future of the City through the development of a staffing model and succession plan to carry out the work ahead.
- 3) The City needs a five-year plan to creatively finance a suite of street and utility improvements including implementation. The City has a sales tax-based transportation benefit district that needs to have examples of the funding working in order to get the TBD reauthorized through a public vote.
- 4) Water and Sewer comprehensive plan processes need to be carried out with the goal of developing innovative programs to supply/service Moses Lake for the long term. This will include innovative water re-use and treatment programs to extend the life of facilities.
- 5) Water rights work and the presence of an EPA superfund site make Moses Lake the perfect location for a creative problem solver with a supportive City Manager and City Council.

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in civil engineering or a related field, and eight (8) years of experience in a public works environment with five (5) years in a supervisory capacity is required. Registration as a Profession Engineer in the State of Washington is preferred. Candidates must have possession of, or the ability to obtain, a valid Washington driver's license by time of hire. Any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties will be considered.

The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 7, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "City of Moses Lake, WA – Municipal Services Director" and click "Apply Online" or click [here](#).



## Necessary Knowledge, Skills & Abilities:

- Knowledge of public works construction, maintenance, safety protocols and repair methods and procedures.
- Knowledge of federal, state, and local laws, rules, and regulations applicable to the public works field.
- Knowledge of planning requirements within the confines of the Washington State Growth Management Act.
- Knowledge of public financing, and overall utility management, planning, rate setting and billing procedures.
- Knowledge of personnel management and collective bargaining procedures, and public contracting requirements and limitations.
- Knowledge of city ordinances and department policies and procedures.
- Knowledge of job-related software programs.
- Ability to communicate and present technical information to a variety of audiences to effect understanding of city municipal services.
- Experience with and knowledge of municipal airport operations and long-term planning.

## COMPENSATION & BENEFITS

- **Starting Salary Range: \$129,983 - \$143,477**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Plan
- Employee Assistance Program

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

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

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