



CITY OF TACOMA

W A S H I N G T O N

DEPUTY CITY MANAGER

\$198,348 - \$254,280

Plus Excellent Benefits

Apply by

March 13, 2022

(first review, open until filled)

PROTHMAN



WHY APPLY?



Located at the foot of majestic Mount Rainier and along the shores of Commencement Bay, the City of Tacoma is a vibrant community that offers countless cultural and educational opportunities. From the nearby

Cascade and Olympic Mountain ranges, the waters of the scenic Puget Sound, and the City's many parks, including the 702-acre Point Defiance Park, offers visitors and residents a wealth of outdoor recreational opportunities.

This position is an excellent opportunity for a talented management professional to make a difference in a progressive and well managed city. If you are looking for a rewarding career with the opportunity for future growth, love the great outdoors, and enjoy being immersed in a growing urban area, this is the position for you.

THE COMMUNITY

Tacoma is centrally located just 32 miles south of the city of Seattle and 31 miles north of the state capital, Olympia. The City of Tacoma is also home to the Port of Tacoma, the seventh-largest container port in the United States. Like most cities in the northwest, Tacoma is surrounded by beautiful nature, giving residents many opportunities for outdoor adventures.

Largely suburban in nature with a small, but dense, urban core, Tacoma is home to a large number of institutes of higher learning that attract students from across the country. The University of Washington Tacoma, Pacific Lutheran University, University of Puget Sound, a satellite campus of the Evergreen State College, three community/technical colleges, and several trade and business schools are within Tacoma's geographic area. Downtown's Cultural District is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.

With its affordable housing and distinctive neighborhoods, the city has been named one of the nation's Most Livable Communities.

THE CITY

The City of Tacoma operates under a Council-Manager form of government. The City Council consists of a Mayor, five district representatives, and three at-large representatives. All serve staggered four-year terms. Appointed by the City Council, the City Manager administers the City's day-to-day operations. With a population of approximately 217,000 residents, Tacoma is the second-largest city in the Puget Sound area and the third largest municipality in the state. Tacoma also serves as the center of business activity for the South Sound region which has a population of approximately one million people. The City provides a full range of municipal services. City departments include community & economic development, environmental services, finance, legal, municipal court, police, fire, information technology, human resources, neighborhood and community services public utilities, and public works. Tacoma currently has approximately 3,600 FTEs and a total 2021-2022 biennial budget of \$3.6 billion.



COMMITMENT TO DIVERSITY AND INCLUSION

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of the City's goals is for the City of Tacoma workforce to reflect the community it serves. The City actively works to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. The City's goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

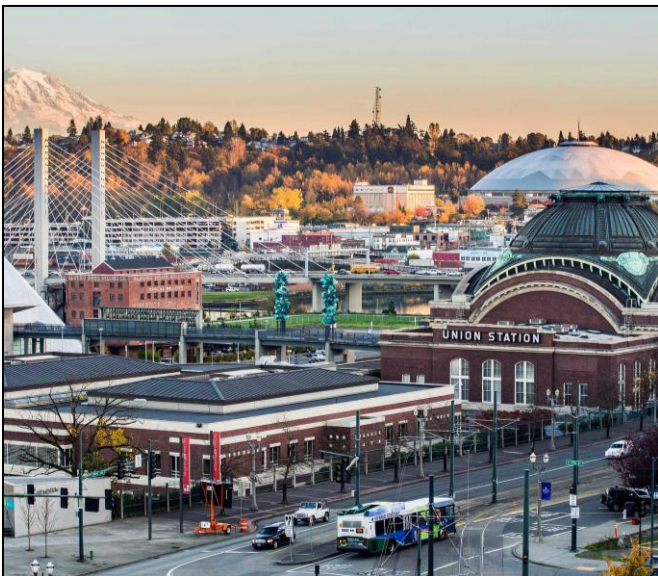
THE POSITION

Under the direction of the City Manager, the Deputy City Manager assists the City Manager in the day-to-day administration and operations of all units of the City's general government, and in implementation of City Council priorities. This position serves as the City Manager in their absence. Major responsibilities include consulting with and advising the City Manager on management of administrative matters and community and operational needs, and leading the execution of complex policies and programs set by the City Council to fulfill the goals and objectives of the City. This position provides direct oversight and leadership to a diverse portfolio of City departments and functions, serves as key representative of the City Manager's Office in the community, and guides budget development, adjustments, and monitoring. For a more detailed job description, please view the attachment found [here](#).

OPPORTUNITIES AND CHALLENGES

Future City Management Opportunity: The Deputy City Manager will have exposure to City Manager level duties and take lead in projects and assignments providing professional development opportunities toward future City Manager positions.

Executive Succession Planning: The incoming Deputy City Manager will assist with executive level succession planning in anticipation of future retirements. This is a unique opportunity to be involved in building the City's core leadership team for the future.



Anti-Racist Transformation: In June of 2020, the City Council passed Resolution 40622, acknowledging the disparate impacts of systematic racism, and affirming the City of Tacoma's commitment to anti-racist systems transformation. The Deputy City Manager will be stepping into a leadership role in the City's Anti-Racist transformation. For more about the City's Anti-Racist Transformation, please read the article found [here](#) on the City's website.

Council Priorities: The Deputy City Manager will have an opportunity to work with a City Council that is redefining itself and has three new members. The Council's forward-thinking priorities provide an opportunity for the Deputy City Manager to work with purpose and accomplish meaningful tasks that will continue to transform Tacoma into a vibrant, diverse, and cohesive community using efficient, effective, and transparent government.

IDEAL CANDIDATE

Education and Experience:

Previous local government experience at the City Manager, Deputy City Manager, or Assistant City Manager levels or equivalent is highly desirable.

The ideal candidate will have increasingly responsible experience in the management and administration of municipal government operations including experience supervising executive-level staff.

It is desired that candidates have leadership experience that has covered a broad range of municipal functions such as: public safety, community and economic development, budget and finance, public works and environmental services, legal and human resources, and information technology.

Necessary Knowledge, Skills and Abilities:

- Excellent communication skills, both orally and in writing. Candidates must have the ability to communicate clearly and effectively with the City Manager, City Council, City Staff, and the public. Strong listening skills with appropriate follow-up both verbally and in writing is sought.
- Proven experience overseeing the development of a budget and excellent financial acumen.
- Experience overseeing large complex departments that are in transition.
- The ability to be flexible and pivot within one's role to accommodate a variety of work duties.
- Skill in presenting in front of a variety of groups, from the community and local organizations to the City Council.
- The selected candidate will have the ability to hit the ground running, get up to speed quickly, and display organizational awareness, political astuteness, and the ability to quickly absorb the City's working atmosphere.
- The ability to be administratively self-sufficient. This is an operational manager position who shares one support staff with the City Manager.
- A willingness to build a human connection with the community, be involved in a variety of community groups, and have a true desire to work with and for the City of Tacoma. This person will have the ability to consider a variety of viewpoints and opinions when making decisions.
- An understanding that adversity and ambiguity are often revolving topics.

COMPENSATION & BENEFITS

- **\$198,348 - \$254,280 DOQ**
- Medical, dental and vision coverage for employees and their eligible dependents (e.g. spouse, domestic partner, and children up to age 26)
- Deferred compensation allowing tax-deferred savings as authorized under Section 457 of the IRS Code.
- Personal Time Off accrual based on years of service starting at 18 days per year
- Long-term disability
- Life Insurance
- Flexible Spending Account (FSA)
- Tacoma Employees' Retirement System (TERS)
- 13 holidays per year, includes two floating holidays

For more information, please visit:

www.cityoftacoma.org

www.traveltacoma.com



The City of Tacoma is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 13, 2022** (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, click on "Open Recruitments" select "City of Tacoma, WA – Deputy City Manager" and click "Apply Online" or click [here](#).

PROTHMAN

www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050