



City of Buckley, Washington

CITY ADMINISTRATOR

\$145,704 - \$177,600

Plus Excellent Benefits

Apply by

July 17, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Situated in the shadow of Mount Rainier on a plateau above the Puyallup River Valley, the City of Buckley is a fast-

growing city that has worked to maintain its unique qualities that make it a treasure for residents. Buckley is a Heritage Community, which allows the City to protect its historical character, while managing growth. The City of Buckley prides itself on its remarkable atmosphere, natural beauty, wonderful schools, children's activities, walkability, and trails. With a citizen population of approximately 5,300, Buckley covers just 3.97 square miles and is a small town with big city issues that continue to challenge the organization and region.

The City is served by State Route 410, which connects to Yakima and Eastern Washington during the late spring, summer and early fall. Buckley serves as a gateway to Crystal Mountain, Washington's premier alpine ski area, and the majestic Mount Rainier National Park. Each offer an abundance of summer and winter recreational opportunities including mountain biking, camping, hiking, horseback riding, back packing, and cross-country skiing. In addition, nearby Lake Tapps offers excellent opportunities for boating and fishing for largemouth and smallmouth bass, as well as tiger muskie, and the Enumclaw Golf Course allows residents and visitors alike to get out and practice their swing.

THE CITY

The City of Buckley operates under the strong mayor-council form of government with seven City Council members. The City Council establishes citywide policy, and the elected Mayor is responsible for the day-to-day administration of city business, implementation of council policies and establishment of operating policies and processes.

Buckley has 52.7 FTEs and operates on a 2022 total budget of \$34,258,844, which includes a General Fund budget of \$8,059,639. City departments include Judicial, Finance, Administration (including IT), Legislative, Police, Fire/EMS, Parks and Recreation, Public Works, and Planning and Building.



THE POSITION

Under the direction and authority of the Mayor, the City Administrator supervises, administers and coordinates the activities and functions of all City officers, departments, commissions and boards to implement City Ordinances and policies through the effective use of City employees, funds, grants, materials, facilities and time. This position shall control the overall operations of the City to assure optimum service to the community.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

OPPORTUNITIES AND CHALLENGES

1. As the City continues to grow and experience growth at a historical rate, it is imperative that the new City Administrator be able to address additional funding mechanisms and recruit and retain new employees. The challenges associated with this are several including the need to be competitive in salary and benefits, and addressing the City's unique location of being situated on the west side of the state, while not having the revenue streams other local cities often have. Addressing these issues will be a continuing priority for the next City Administrator.
2. The City of Buckley has maintained a small-town character and aims to continue to despite anticipated growth and a recent increase in commercial revitalization. The City Administrator will need to balance economic development opportunities that will strengthen the area while retaining its small-town character.

3. As the demographics of the city change due to historical growth, the City Administrator will facilitate a merging of desires, visions, and opinions of the citizens who have resided within the city for many years verses those of the citizens who have moved into town recently.

4. City staff have outgrown the City's buildings. City Hall was originally built as a library and now serves as the city's administration/finance, and Mayor's offices. The Multipurpose building serves as the Senior Center, Court, Council Chambers, and Building & Planning Department. Both buildings are old and beyond capacity for employees to work efficiently. The City Administrator will make addressing this issue a key priority.

5. With significant turnover of a few long-tenured employees over the last few years, the incoming City Administrator will work to build a cohesive team that complements each other's talents. This will require the City Administrator who builds trust, brings a balanced work/life approach, and fully listen to staff, supporting them, and allowing the City's talented staff to fulfill their duties without being directed every step of the way.

IDEAL CANDIDATE

Required Education and Experience:

A bachelor's degree in public administration or related field. Five (5) years of progressively responsible management experience in public administration.

Any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Preferred Experience:

Seven (7) years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county, or other applicable public-sector agency of similar or greater complexity and size.

COMPENSATION & BENEFITS

- **\$145,704 - \$177,600 DOQ**
- Medical, dental, and vision insurance through the AWC Trust with dependent opt-out provisions.
- City contribution into an HSA health account.
- Negotiated vacation.
- Negotiated upfront vacation pool.
- Negotiated sick leave.
- Twelve holidays plus two floating (personal) holidays.
- Bereavement leave.
- Health Reimbursement Account.
- Washington Public Employees Retirement System (PERS) through WA State Department of Retirement.
- Voluntary deferred compensation programs (no city match).
- Monthly vehicle allowance.

**To learn more about the
City of Buckley, please visit:
www.cityofbuckley.com**

The City of Buckley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 17, 2022** (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 Buckley, WA – City Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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