



WASHINGTON

# CITY ADMINISTRATOR

## \$130,000 - \$161,000

*Plus Excellent Benefits*

*Apply by*

**September 4, 2022**

*(First review, open until filled)*

***PROTHMAN***

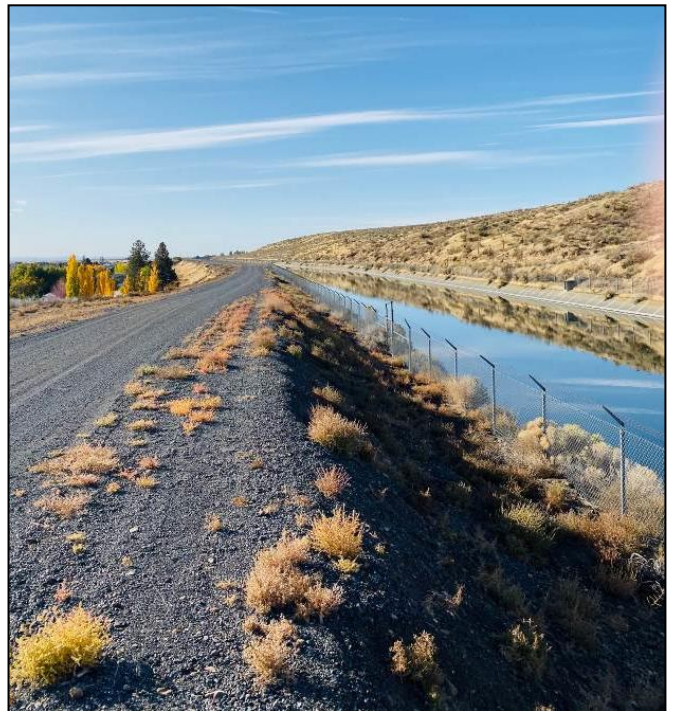


## THE COMMUNITY



Located in central Washington state, the City of Ephrata is a quaint rural community that sits at an elevation of 1,300 feet and has over 300 days of sunshine per year. The arid continental climate with cold winters and hot, dry summers leads to many outdoor recreational opportunities.

The City of Ephrata is the County Seat in Grant County which has a population of over 100,000 residents, allowing Ephrata's 8,620 residents to be surrounded by both large and small town amenities. The City of Ephrata hosts several annual events including the Sage-n-Sun Festival that includes craft and food vendors and a parade, the Beezley Burn mountain bike race, a free Summer Movie and Concerts in the Park series each summer, and a Miracle on Main Street Christmas event. The City also operates the Splash Zone which is a local community pool that features a beach area, water slide, pre-school frog slide, diving boards, concession stands, swim lessons, and more. Residents also have access to the City's soccer sports complex, recreational programs, and six parks, including the newest addition of a Dog Park which allows for off-leash enjoyment between two fenced areas equipped with a water station, two decommissioned fire hydrants, picnic tables, and shaded tree areas. The Beezley Hills Trails is a popular destination for both hiking trails and mountain biking trails, with over 25 miles of routes that have a varying range of difficulty.



Grant County is known for its varied landscapes of high desert plateaus with coulees, lakes, reservoirs, sand dunes, canals, rivers, creeks, and other waterways. The county as a whole is home to more than 140 bodies of water, including Banks Lake and Lake Roosevelt, which offer world class fishing, hunting, hiking, camping, bird and wildlife watching, boating and water sports, and many spectacular golf courses. Grant County also has an abundance of off-roading areas which feature rolling sand dunes, breathtaking waterfront, and plenty of space to have fun!

To the southeast of Ephrata, the Grant County International Airport is one of the largest airports in the western United States. Formerly the Larson Air Force Base, 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, and serves as a major community asset.

Ephrata has a long history of valuing and supporting education. The area is serviced by the Ephrata School District with K-12 education, a pre-school, and an intermediate school. Ephrata High School students are able to attend college classes at Big Bend Community College in Moses Lake through the Running Start program, and Ephrata consistently has one of the highest graduation rates in the state of Washington.

## THE CITY

Established in 1909, the City of Ephrata operates under the Mayor-Council form of government with seven council members elected to four-year terms. Services provided by the City include: Police, Fire, Water/Sewer, Public Works. Appointed positions within the City include the City Administrator, the City Clerk/Finance Director, the Police Chief, the Community Development Director, the Public Works Director, the Fire Chief, the Recreation Director, and the Building Official. The City of Ephrata employs 49 FTEs and operates on a 2022 budget of \$25,577,623.

## THE POSITION

Under the direction of the Mayor, the City Administrator acts as the Chief Administrative Officer of the city for day-to-day operations. The City Administrator directs the administration of city government functions and services, and provides leadership in the long- and short-term goals of the city. The City Administrator makes recommendations to the Mayor and Council for policy and action. This position will have direct supervision over the City Clerk/Finance Director, Community Development Director, Parks & Recreation Director, Public Works Director, Police Chief, and the Fire Chief. For a full job description please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

## OPPORTUNITIES AND CHALLENGES

**City Updates:** The City Administrator will facilitate the process of having city codes and ordinances assessed and updated as necessary. The new Administrator will lead the city through the process of identifying funding to build a new City Hall which includes the police department and potentially the fire department. The City Administrator will also explore opportunities to annex land outside of current city limits to accommodate growth while still maintaining a small-town feel.

**Internal Relationships:** The incoming City Administrator will have the opportunity to be a liaison between staff and the elected officials, providing a space for conversation, growth, and direction to ensure the best interests of the City are met. The City Administrator will also work with Human Resources to create a plan to assist the process for succession planning for senior leadership positions within the City.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's Degree from an accredited college or university in Public Administration or a closely related field is required. A minimum of five (5) years' experience in a senior management position is required. Experience as a City Manager or City Administrator, deputy/assistant City Manager or City Administrator, or department director in a city, county, or other applicable public-sector agency of similar or greater complexity and size is preferred. Any equivalent combination of experience, education and training may be considered.



### Necessary Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of municipal administration, including municipal budgeting and knowledge of city organization, operations, policies, and objectives.
- Knowledge in capital improvement programming and funding methods.
- Knowledge of Federal and State laws and regulations, city ordinances, rules, and regulations relating to the administration of city government.
- Ability to have strong interpersonal skills, using respect, tact, and courtesy in an environment with diverse viewpoints, personalities, and with a multi-generational workforce.
- Must have the mental and physical ability to endure a demanding, high stress position, and must possess strong conflict resolution skills; may be involved in highly sensitive and/or emotional interactions requiring skills in gaining the trust and confidence of others.
- Skills in analyzing situations accurately and adopt an effective course of action.
- Must have excellent writing and communications skills both verbally and in writing, including excellent public speaking skills.

- Ability to be both a manager and a leader, and develop plans for improvement for senior staff, following up with progressive discipline as necessary. An ability to delegate to senior staff and trust subject matter experts when appropriate.
- Ability to show proper deference to the Mayor and Council while maintaining a strong "backbone".
- Demonstrated success in team building and succession planning.
- Experience with technological innovation and diversity, equity and inclusion.
- The selected candidate will be an active community member who integrates into the community and continually aims to work well alongside the Mayor and City Council.

## COMPENSATION & BENEFITS

- **\$130,000 - \$161,000 DOQ**
- Zero Cost Medical Plan (medical, dental, vision, and prescription for employee and eligible dependents).
- Monthly employer contribution to HRA VEBA.
- Long-Term Disability insurance.
- 457 deferred compensation plan.
- Washington PERS.
- Vacation leave and sick leave.
- 8 paid holidays annually.
- 40 hours floating holidays annually.
- Flexible Spending Accounts (FSA).
- 24/7 Employee Assistance Program (EAP).
- Reimbursable Moving Expenses up to \$5,000.

**For more information on the  
City of Ephrata, please visit:**

**[www.ephrata.org](http://www.ephrata.org)**



The City of Ephrata is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 4, 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](http://www.prothman.com)** and click on "Open Recruitments", select "City of Ephrata, WA – City Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. (Photo Credit: Top middle and bottom front cover photos, and right photo page 2 taken and provided by Ephrata local and friend of Prothman, Ms. Jane M.)



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

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