



WASHINGTON

CITY ADMINISTRATOR

\$130,000 - \$161,000

Plus Excellent Benefits

Apply by

March 12, 2023

(First review, open until filled)

PROTHMAN

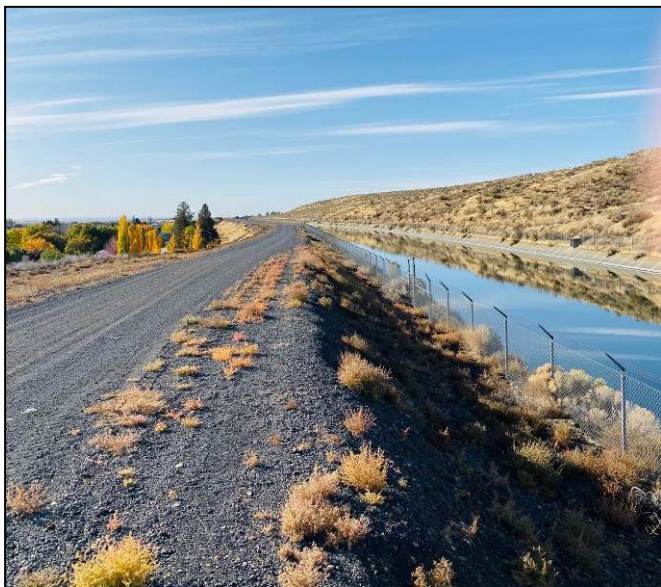


THE COMMUNITY



Located in central Washington state, the City of Ephrata is a picturesque 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.

Ephrata is the Grant County Seat. Grant County has a population of over 100,000 residents, allowing Ephrata's 8,620 residents access to a diverse variety of amenities and experiences. Ephrata hosts several annual events including the Sage-n-Sun Festival and parade, the Beezley Burn mountain bike race, a free Summer Movie and Concerts in the Park series, and the Bells on Basin Christmas event and parade. The City also operates the Splash Zone 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 and mountain biking trails, with over 25 miles of routes that have a varying range of difficulty.



Grant County is known for its diverse landscapes of high desert plateaus with coulees, lakes, reservoirs, sand dunes, canals, rivers, creeks, and other waterways. The county 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!

The Port of Ephrata manages an airport and commercial lease properties for business development with several current tenants. The Port provides desired access to rail and ground transportation, low cost electricity, and high capacity water supply. The airport hosts multiple events throughout the year and is home to the Columbia Basin Composite Squadron of the Civil Air Patrol – Camp Boucher.

To the southeast of Ephrata, the Grant County International Airport has one of the largest runways 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 through exceptional community involvement and financial support. The area is serviced by the Ephrata School District - considered one of the best in the region - 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, Sanitation, Public Works, and Parks and Recreation. Appointed positions within the City include the City Administrator, City Clerk/Finance Director, Police Chief, Community Development Director, Public Works Director, Fire Chief, and Recreation Director. The City of Ephrata employs 49 FTEs and operates on a 2023 budget of \$37,021,125.

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 city government functions and services and provides leadership in achieving the long- and short-term goals of the City. The City Administrator makes recommendations to the Mayor and Council for policy, budget, and strategic planning. 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.

OPPORTUNITIES AND CHALLENGES

- Unprecedented Growth and Development
- Strategic Planning
- Staff Development
- Community Partnerships
- Succession Planning
- Capital Improvement Projects
- Modernization

IDEAL CANDIDATE

Education and Experience:

A Bachelor's Degree from an accredited college or university. Experience in a senior management or executive leadership position with progressive levels of supervisory responsibility resulting in above average decision-making and critical thinking skills. Any equivalent combination of experience, education and training may be considered.



Necessary Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices, and procedures of organizational leadership, including strategic planning, personnel management, institutional culture, and system development.
- Knowledge of critical business functions in the areas of finance, administration, operations, risk management and human resources.
- Skilled at project management and oversight.
- Ability to learn Federal, State, and City laws, ordinances, rules, and regulations relating to the administration of city government.
- Ability to utilize a variety of leadership styles and techniques to achieve optimum performance and outcomes.
- Demonstrated track record of engaging external stakeholders through collaboration, partnerships, problem-solving, and conflict resolution.
- Skilled at analyzing situations accurately and adopting an effective course of action.
- Must have excellent writing and speaking skills, including public speaking to a wide variety of audiences and constituents.
- Ability to serve as a manager and a leader and provide mentorship to department directors. Including the willingness to delegate to senior staff the decision-making and supervisory authority necessary to do their jobs.
- Experienced with addressing employee conduct and performance through coaching, counseling, training, critical conversations, documentation, and discipline.
- Ability to show proper deference to the Mayor and Council regarding policy decisions & actions.
- Skilled in team building, employee development, and succession planning.
- Experienced with technological innovation and process modernization.
- The selected candidate will be an active community member who continually strives to build vital partnerships and relationships.

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

**For questions, please reach out to
Ephrata's Interim City Administrator
Kurt Adkinson at:**

(509) 754-4601 x157

kadkinson@ephrata.org

The City of Ephrata is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 12, 2023** (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 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

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