

CITY ADMINISTRATOR

MINIMUM OF \$186,688+ DOQ

This position does not have a maximum top range and can be negotiated.

Apply by
September 15, 2024
(First Review. Open Until Filled)



THE REGION

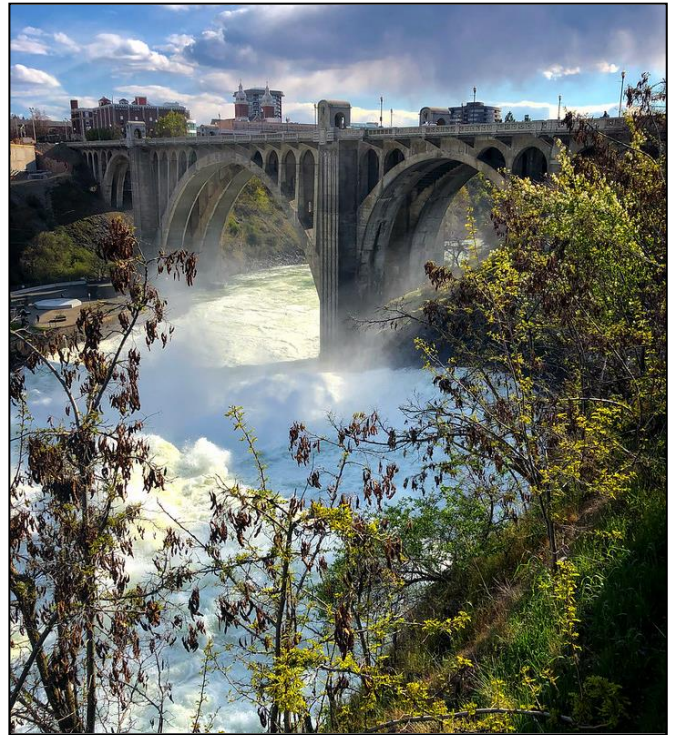


Named as one of the Best Places to Live in America by Outside Magazine, Spokane, Washington is the second-largest city in Washington state, home to approximately 210,000

residents. It is located in the eastern portion of the state, approximately 20 miles from the Washington-Idaho border. The Spokane MSA has a population of over 670,000. The city's nickname is the Lilac City and claims to fame include being the birthplace of the Father's Day holiday; the hometown of Bing Crosby; and the host of the 1974's World's Fair.

Spokane is a major commercial, industrial, educational and transportation hub for an approximately 80,000 square mile area encompassing three states and two provinces. The regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The region also has a rich military history dating back to pre-World War I regiments and is home to Fairchild Air Force Base, who has one of the largest fleets of tanker aircraft in the country.

Spokane boasts a diverse cultural landscape deeply connected to its indigenous communities, particularly the Spokane Tribe of Indians. The city acknowledges and respects the ancestral lands, hosting events like the Gathering at the Falls Powwow to celebrate indigenous traditions. Beyond indigenous cultures, Spokane embraces multiculturalism, welcoming residents from various backgrounds.



The city fosters inclusivity through festivals, cultural celebrations, and community initiatives, promoting unity and mutual understanding among its diverse population. Spokane is committed to creating an environment where people from all walks of life can thrive, contribute, and collectively shape the city's vibrant cultural identity.

Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses.

The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90-acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts.

Higher education is well represented in the Spokane region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.



THE ORGANIZATION

The City of Spokane operates under a Mayor-Council, or “strong mayor,” form of government. The change to the strong mayor form took place in January 2001, after 40 years under a Council-Manager form of government.

The Mayor serves as the head of the executive branch, and the City Administrator serves in the capacity of the City's chief operating officer. The legislative framework is managed by a seven-member City Council, handling the creation and oversight of city policies. The Council is comprised a council president who is elected at large, and six council members, elected from three representative city districts.

The City operates with a \$1.2 billion budget for FY 2024 including a General Fund of \$242 million and employs 2,444.8 FTEs. City's departments include Administration, City Clerk, Civil Service, Community and Economic Development, Finance, Fire, Human Resources, Innovation Technology Services, Legal, Neighborhoods, Housing and Human Services, Office of the Mayor, Parks & Recreation, Police, Public Library, and Public Works.

THE MAYOR

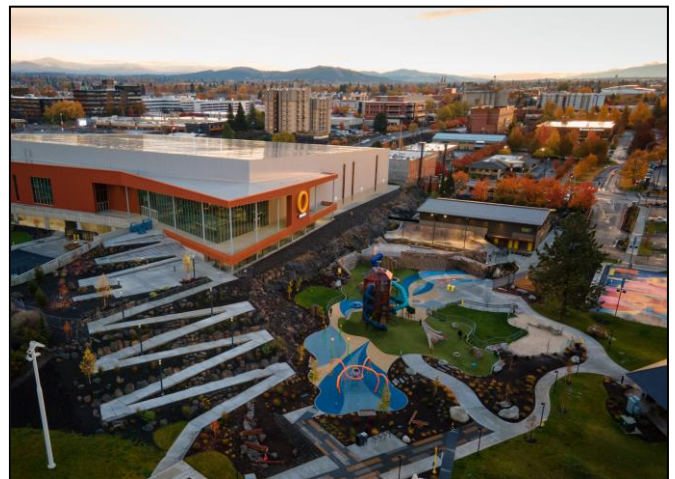
Mayor Lisa Brown has been a dedicated advocate and leader in Spokane since 1980, starting as an Associate Professor of Economics at Eastern Washington University. She has championed community causes, including dental benefits for low-income individuals, domestic violence awareness, and LGBTQ+ rights. As an educator, she also taught in Gonzaga University's Master of Organizational Leadership program.



Lisa's political career spans 20 years, representing the Third Legislative District in the state House of Representatives and the state Senate, where she became the first Democratic woman Senate Majority Leader in 2005. Her tenure focused on economic development, environmental cleanup, and job creation.

She served as the Chancellor of WSU Spokane, leading the development of the health sciences campus and the establishment of the Elson S. Floyd College of Medicine. Most recently, as the Director of the Washington State Department of Commerce, Lisa spearheaded initiatives in small business support, broadband expansion, and affordable housing. As an economist, educator, and civic leader, Lisa has brought significant resources and investments to Spokane, and enjoys the city's vibrant cultural scene and outdoor activities with her family.

To learn more about Mayor Lisa Brown, please read her bio found [here](#).



THE DIVISION & POSITION

The Mayor's Office ensures the delivery of efficient and effective services, facilitation of economic opportunity, and enhancement to the quality of life for the citizens in our community. The Mayor's Office also contains the Office of Civil Rights which is responsible for providing support, leadership, and guidance in pursuit of upholding the rights guaranteed to citizens by the U.S. Constitution. The Mayor's Office operates on a FY2024 budget of \$1,678,000 with 12 FTEs.

Reporting directly to the mayor and working alongside the Chief of Staff, the City Administrator is the City's senior administrative executive and directs all aspects of city government. This position provides operational leadership, supervision of City employees, customer service and response and staff support to the mayor. The City Administrator will oversee all City departments and assist with the mayor's administrative, organizational, problem solving, and policy-related responsibilities.

To view the full responsibilities, please view the attachment found [here](#).



THE IDEAL CANDIDATE PROFILE

The City of Spokane is seeking a City Administrator who has the ability to effectively communicate at the highest level, is a visionary, and able to engage and develop a strong relationship with staff, the city council and the citizens of Spokane.

The ideal candidate will possess strong leadership, communication, and interpersonal skills, and must possess the ability to effectively work with the City's council. Furthermore, the City Administrator must have a strong business and financial acumen that will help carry out policies and lead the organization to a prosperous future.

This position will require someone who will develop and guide a strategic vision that will support the mayor's vision and foster organizational excellence. Expectations include the strong ability to scrutinize and offer recommendations on a wide scope of issues, as well as a person who is a problem solver and who supports each department team.

The City is seeking a City Administrator who fosters a positive and productive workplace culture. The ideal candidate will be passionate and experienced in implementing a proactive inclusive diverse culture. Additionally, this person will be a coach that can understand the strengths of staff and will allow them to work without micromanaging. However, the incoming City Administrator is expected to establish accountability and hold staff to those accountabilities. The ideal candidate will have experience working with organized Labor to promote strong productive relationships.

The ideal candidate will bring strong budget and financial knowledge, have experience relating to operations and capital funds, and experience with overcoming budget deficits. This will require a strategic mindset, the ability to develop a strategic vision and successfully carry out that vision, the ability to make tough decisions when needed, and the ability to be a good steward of public funds.

EDUCATION & EXPERIENCE

- Graduation from a four-year college or university with a degree in public or business administration, or a closely related field is required.
- Six (6) years of public sector or municipal management experience, preferably at the director level in one or more departments is required.
- Possession of an advanced degree in public or business administration, or a closely related field, and direct experience as a City Administrator or City Manager is preferred.
- A valid driver's license by time of hire.
- A combination of a relevant advanced degree and/or experience as a City Administrator or City Manager may be used to counterbalance fewer total years of experience.
- Any combination of equivalent education and experience that would likely provide the relevant knowledge and abilities may be considered.

COMPENSATION & BENEFITS

- **Minimum of \$186,688+ DOQ. Negotiable.**
- Medical, Dental, and Vision Insurance.
- Life Insurance - Employee and Dependent.
- Long Term Disability.
- Flexible Spending Accounts.
- Employee Assistance Program.
- Voluntary Life Insurance.
- 457 Deferred Compensation Plan.
- Spokane Employees Retirement System (SERS) – 11% Employer Contribution of Salary, 11% Employee Contribution of Salary.
- Additional Voluntary Benefits.
- Vacation Leave
- Illness Leave
- Paid Holidays
- Moving Expenses - Equivalent of two times the employee's monthly salary, or up to \$20,000, whichever is less.



To learn more about the community and City of Spokane, please visit:

my.spokanecity.org

www.visitspokane.com

The City of Spokane is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 15, 2024** (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 Spokane, WA – City Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. Photography credit to James Richman (profile cover, all photos on the second row; and photos on pages 2, 3 and 4).

PROTHMAN

www.prothman.com

206.368.0050