

6. To establish and maintain a personnel program that recruits and selects highly qualified and capable employees, conduct fair and equitable employment selection and promotional practices, follows proper personnel procedures, promote professional development for City staff, supports and pursues good faith relations with employee groups and associations. To appoint and remove department heads. To work with department heads on personnel matters.
7. To submit policy and procedure recommendations to the City Council regarding matters of importance to the City, to provide background information for the City Council in advance of meetings, to carry out the policies of the City council, to assist the City Council in understanding its legal responsibilities, and to actively support and promote the goals established by the City Council.
8. To participate in professional development activities to keep abreast of new and innovative practices and programs.
9. To establish and maintain effective communication and working relationships with staff, administration, community, other agencies, and peers.
10. To formulate and submit all reports required by the City, state and national agencies.
11. To assume responsibility for the areas of authority which are delegated to the City Manager by the City Council. To perform such other duties as the council may determine by ordinance or resolution.
12. To carry out all duties and responsibilities of the City Manager as defined under the Revised Code of Washington 35A.13 and those duties codified in the City of Centralia Municipal Code.

MUST HAVE THE FOLLOWING SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, utilities, courts, public safety and community development
- Knowledge of the types of issues and projects the City is currently facing
- Ability to prepare and analyze comprehensive reports
- Ability to carry out assigned projects to their completion
- Ability to communicate effectively verbally and in writing
- Knowledge of long range financial planning, municipal finance or bonding
- Knowledge of labor relations and collective bargaining
- Ability to supervise staff and their development
- Ability to use modern technological equipment
- Skill to articulate and pursue our mission statement

WORKING CONDITIONS/WORK ENVIRONMENT

Work is performed primarily in a busy office environment, with constant interaction with people of varying levels. Site visits may include briefly working in adverse weather conditions and possibly uneven terrains. Ability to manage conflicting priorities and associated stress is critical. Availability and mobility to work as required, including at other locations, and attend meetings outside the normal work day along with hours of work often longer than normal office hours.

Sitting, standing, or otherwise remaining in a stationary position for extended periods of time. Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positions oneself to accomplish tasks. Hearing, speaking, or otherwise communicating to exchange information in person or by other electronic communication devices. Lifting/carrying or otherwise moving or transporting up to 20 lbs.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

Minimum Requirements:

Accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and seven to ten years of experience as a municipal administrator or key leadership role;

Or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Special Requirements:

Must possess a valid Washington state driver’s license at time of hire OR must obtain within 30 days from date of hire, and must have a driving record that is acceptable to the City’s insurance carrier.

Must pass a thorough background investigation and successfully complete reference checks.

The chosen candidate need not be a resident at the time of appointment; however, the chosen candidate shall reside within Lewis County and the Centralia School District within a reasonable amount of time after appointment and shall maintain such residency throughout their term of office as per City of Centralia Municipal Code.

APPROVED:

City Manager

Date of Last Revision

Original: January 1995
Revised: October 2008
Revised: March 2024