



Washington

# ADMINISTRATIVE SERVICES DIRECTOR

## \$182,688 - \$222,268

*Plus Excellent Benefits*

*Salary advertised includes a 2025 3.38% Cost of Living Adjustment, subject to City Council's approval.*

Apply by

**November 10, 2024**

*(Applications Reviewed as Submitted, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



Located along the Puget Sound just nine miles north of downtown Seattle, Shoreline, Washington, is a desirable community with a reputation for political stability, exceptional service delivery, a dedication to financial sustainability and endless recreational and natural amenities. It recently received recognition from Fortune Magazine as one of the “50 Best Places to Live for Families” and number 6 in their “25 Best Places to Retire Affordably” in the United States!

Established as a city in 1995, Shoreline spans 11.74 square miles and is home to over 62,000 residents. Primarily residential, with more than 70% of households consisting of single-family homes, the city is known for its strong neighborhoods, excellent schools, and an abundance of parks.

The city offers more than 400 acres of parkland and open spaces which provide residents with access to diverse recreational activities, from breathtaking views of Puget Sound to nature trails, tennis courts, and beach access. Shoreline continues to invest in improving its parks, ensuring that residents can enjoy newly enhanced athletic fields, courts, playgrounds, and hiking trails. Notable attractions include a botanical garden and the popular Interurban Trail.

Shoreline's progressive outlook is reflected in its Climate Action Plan, demonstrating a commitment to sustainability for future generations. The city also prioritizes equity and inclusivity, with a citywide resolution declaring Shoreline an inviting, equitable, and safe community for all. The city values diversity and actively works to ensure that all residents have equitable access to opportunities for living, working, and recreation.

Bordering Seattle to the south and Puget Sound to the west, Shoreline enjoys a marine west coast climate with mild, dry summers and cool, wet winters. This proximity to both the vibrant city life of Seattle and the natural beauty of the Pacific Northwest makes Shoreline a highly desirable place to live for families, professionals, and outdoor enthusiasts alike.

## THE CITY

The City of Shoreline operates under a Council-Manager form of government. The City's seven part-time elected Councilmembers choose a Mayor and Deputy Mayor from among their members. The City Manager is hired by the City Council and implements the Council's policies and oversees the City's day-to-day operations.

Shoreline employs 207 full-time equivalents (FTEs) in ten departments. The City has a healthy organizational culture that is mission driven. Shoreline's 2023 Employee Satisfaction Survey received responses from an impressive 92% of employees. Highlights include:

- 96% have a clear understanding of how their job fits with the mission of the City.
- 92% feel responsible for achieving the City's mission and goals
- 88% have a clear understanding of organizational values and mission.

Additionally, Shoreline's residents have a high level of trust and satisfaction with City services as evidenced by the City's 2024 Resident Satisfaction Survey. A few key results from the survey include:

- 89% of residents believe that Shoreline is an excellent or good place to live
- 67% of residents somewhat agree or strongly agree that the City is spending their tax dollars responsibly.
- 67% of residents are satisfied or very satisfied with the overall quality of services provided by the City

The City operates with a biennial operating budget of \$146 million and a total biennial budget for all funds of \$438 million. The City has maintained an AA+ bond rating through its commitment to financial sustainability and integrity, having received only 2 financial statement findings in its 29-year history.

The City contracts with King County for Police Services and the Shoreline Fire District operates independently from the City of Shoreline. The City of Shoreline has two Enterprise funds for Wastewater and Surface Water Management.



**THE POSITION**

The Administrative Services Director reports directly to the City Manager, serving as the Chief Financial Officer and Executive to the Information Technology, Budget and Finance Divisions for the City. As a member of the City's Leadership Team, the Administrative Services Director is expected to provide finance and technology leadership in partnership with other City departments to meet the [goals and mission of the organization](#).

The next Administrative Services Director will lead a team of 33 dedicated and highly skilled staff who serve one of Washington's fastest growing and most forward-thinking communities. The ideal candidate will be a highly capable leader and finance professional with strong technology experience who is committed to and passionate about making a meaningful impact on society and the Shoreline community through government service.

While the City is a hybrid work organization, this position is expected to primarily work from the office with occasional remote work possible.

To view the full job description, please see the attachment found [here](#).



**UPCOMING PROJECTS**

Some of the exciting projects that the new Director will champion, lead or participate in the next few years include:

- Developing and executing a Finance Plan for a new Aquatics Center, which has the potential to include a ballot measure for voter approval in 2026.
- Leading the IT Division and organization as they manage a large portfolio of enterprise technology projects and seek to increase technology security measures in the face of increased cybersecurity challenges.
- Engaging the community around the potential to replace the City's levy lid lift in 2028 and developing a roadmap for the City's Financial and Human Resources System, as well as continuous improvement of the City's financial processes.



**THE IDEAL CANDIDATE**

**Required Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, business or public administration or a related field, and six (6) years of increasingly responsible local government finance experience including three years of management and administrative responsibility.

**Necessary Knowledge, Skills, and Abilities:**

- The ideal candidate will share the values of the organization and is fully invested in implementing the goals set forth by the City Council and the City Manager.
- Experience as a strong leader who can earn the respect and confidence of staff, leadership, and City Council.
- Experienced as a Municipal Finance professional with a strong understanding of information technology and ability to facilitate creative problem solving.
- A demonstrated ability to manage the big picture while keeping an eye on the details to help ensure the financial and technological sustainability of the organization.
- The proven ability to display the highest level of integrity and personal ethics.
- The ideal Administrative Services Director will be analytical, a skilled communicator, approachable, strategic, an advocate for change management, and someone who values and supports equity, diversity, social justice, and inclusion.

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

[www.shorelinewa.gov](http://www.shorelinewa.gov)

**COMPENSATION & BENEFITS**

- **\$182,688 - \$222,268 DOQ (2025 range, which includes a 3.38% Cost of Living Adjustment, subject to City Council's approval.**
- Each full-time regular employee receives Tier I allotment per month to buy benefits for themselves and family members, including domestic partners. If the employee does not use the entire allotment, the remaining amount goes into a deferred compensation (457) plan. If the cost is greater than Tier I allotment, the employee moves to Tier II allotment and is able to receive an additional contribution from the City of up to a current year total amount. For details, please check the following [Summary of Benefits](#).
- Mandatory coverage includes Life Insurance, Long Term Disability, PERS (State retirement) and 401a social security replacement.
- Coverage includes Regence, Kaiser, Delta Dental, Willamette Dental, Vision, Flexible Spending Accounts for medical and/or childcare costs, Employee Assistance Program and Supplemental Life Insurance.
- Eleven (11) holidays are observed along with two (2) personal days are provided each year. Additional three (3) management days are included for exempt employees. Vacation starts at eleven (11) days per year. Sick leave is accrued at eight (8) hours per month.
- Free City-provided ORCA passes.

The City of Shoreline is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 10, 2024** (Applications reviewed as submitted. 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 Shoreline, WA – Administrative Services Director**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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

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