



CITY ADMINISTRATOR

\$114,000 - \$140,000 DOQ

Plus Excellent Benefits

Apply by

December 15, 2024

First Review, Open Until Filled

PROTHMAN



THE COMMUNITY



Chewelah, Washington, is a charming, rural city nestled in the heart of Stevens County, known for its scenic beauty, abundant recreational opportunities, and welcoming small-town atmosphere.

Located less than an hour north of Spokane, Washington, Chewelah offers a relaxed pace of life surrounded by stunning mountains, lush forests, and the winding Colville River. With a population of around 2,700, the community's rich history is rooted in logging, mining, and agriculture, which still contribute to the local economy alongside growing sectors such as healthcare, education, and tourism.

The area is an ideal destination for outdoor enthusiasts year-round. Ten miles up the mountain, 49° North Mountain Resort attracts visitors for skiing and snowboarding in winter, as well as mountain biking and hiking in the summer. Within the city, residents and visitors enjoy a 27-hole golf course, parks, and trails, making Chewelah a recreation hub in every season. Local events bring people together to celebrate arts, music, and crafts, reinforcing Chewelah's reputation as a culturally vibrant and close-knit community.

In addition to its natural allure, Chewelah is uniquely structured with two non-contiguous city areas. Chewelah South, the original town site, serves as the city's main commercial and employment hub.



About 3.5 miles to the north, Chewelah North is centered around the Chewelah Golf and Country Club and the Municipal Airport, creating a unique blend of rural and recreational spaces.

Chewelah's layout and location at a major cross-roads provide convenient access to the larger Spokane area, while still preserving its small-town charm and strong sense of community.

THE CITY

The City of Chewelah operates under a Mayor-Council form of government. Under the leadership of the City Administrator, who reports directly to an elected Mayor and a seven-member City Council who are elected to four-year staggered terms, Chewelah provides essential services through a dedicated team of around 28 employees. City departments include Airport, Building, Electric, Fire, Parks & Recreation, Planning, Police, and Public Works.

Chewelah's general fund balance stands at \$2,647,182, and the city has seen steady growth over the last decade. Approximately 75% of the city's workforce is represented by organized labor, fostering strong community ties within the workforce. In addition to essential services such as electricity, water, sewer, police, and solid waste management, the City of Chewelah prioritizes public engagement and maintains a responsive city administration.

For more information on the City Chewelah and the community, please view the City's Comprehensive Plan found [here](#), and visit the City's website at www.cityofchewelah.org.

THE POSITION

Working under the direct supervision of the Mayor, the City Administrator exercises supervision over all municipal employees either directly or through subordinate supervisors. The City Administrator is responsible for the management and supervision of all departments, agencies, and officers of the city to achieve goals within available resources.

This position provides leadership and direction in the development of short and long-range plans, gathers, interprets, and prepares data for studies, reports and recommendations, and coordinates department activities with other departments and agencies as needed.

The City is seeking an innovative executive leader with strong leadership, communication, and interpersonal skills with the desire and ability to interact with the City's Staff, Mayor, Council and community citizens.

To view a full job description, please view the attachment found [here](#) or visit www.prothman.com.

THE IDEAL CANDIDATE

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business management, or a closely related field, and/or five (5) years of experience as a municipal administrator.
- Executive leadership experience in a small to mid-size agency is preferred, however City experience is not required if the candidate demonstrates strong executive leadership experience.
- Must be bondable.



Necessary Knowledge, Skills & Abilities:

- Knowledge of modern municipal administration practices, including policies and operations in municipal finance, human resources, public works, public safety, and community development.
- Extensive understanding of municipal budget and finance management, particularly for operational and capital funds.
- Proficiency in overseeing capital projects, including managing consultants and vendors.
- Familiarity with staff recruitment, retention, and fostering a positive workplace culture.
- Strong executive leadership skills to motivate, develop, and mentor staff effectively.
- Excellent written and oral communication skills to engage and keep the mayor, city council, and community well-informed.
- Skilled in planning, directing, and administering municipal programs.
- High proficiency in preparing and administering municipal budgets.
- Strong time management, organization, and multitasking abilities.
- Interpersonal skills to build effective relationships with staff at all levels and interact openly with community members.
- Ability to develop a visionary, long-term strategic plan to guide the agency into the future.
- Capacity to listen to the community, support their needs, and engage actively with residents.
- Ability to develop and implement innovative ideas to enhance Chewelah as a destination city.
- Strong decision-making skills, able to review information thoroughly and provide options with pros and cons for well-thought-out decisions.
- Strong ethical standards, with a high degree of trustworthiness, loyalty, and honesty.
- Capability to perform both field and administrative duties to stay connected with city operations and employees.
- Willingness to be a visible and approachable leader throughout the community.
- Servant leadership qualities, focused on fostering a positive, inclusive, and solution-oriented environment.
- Capacity to carry out complex projects to completion while ensuring efficient and effective municipal government administration.
- Ability to prepare, analyze, and present comprehensive reports and data effectively.

COMPENSATION & BENEFITS

- **\$114,000 - \$140,000 DOQ**
- 160 hours of vacation each year. New hires, vacation hours will be prorated on a calendar year basis.
- Sick Leave, accrued at 8 hours per month
- Paid Holidays
- 2 Paid Personal Holidays per year
- Longevity Pay of 3% after 5 years
- Medical, dental, vision and life insurance. City pays 100% for employee and 100% vision and life insurance for spouse/dependent(s)
- AFLAC
- Washington State Department of Retirement Systems (PERS)
- Deferred Compensation Program or DCP Roth Program: Washington State Department of Retirement Systems (PERS)



The City of Chewelah is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 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 Chewelah, WA – City Administrator" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

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