



CITY MANAGER

\$120,000 - \$135,000

Plus Excellent Benefits

Apply by
October 26, 2014
(open until filled)

***P*ROTHMAN**



WHY APPLY?

Washington



Nestled in a valley of forested hills and farmland, Chehalis is a vital and growing historic town that takes pride in its family-oriented community. Positioned halfway between Seattle and Portland, Chehalis is ideally located to enjoy all the Pacific Northwest has to offer, including year round outdoor recreation and breathtaking landscapes with views of Mt. Rainier, Mt. Adams, and Mount St. Helens in the distance.

Chehalis offers a dedicated and innovative public sector professional the opportunity to work with a council and staff who deeply care for the community's best interests. The City is growing and looking for someone to lead it into the next level of professionalism and expansion while maintaining its special values that make people proud to call Chehalis home.

THE COMMUNITY

Chehalis is a close-knit community where historic charm, character, and a rich heritage are preserved and cherished. Chehalis is the county seat of Lewis County and has a population of about 7,500 residents with a daytime population estimated to be closer to 50,000 due to a new commercial development that has turned the City into a major regional service provider.



Brimming with unique businesses and attractions, the city boasts three districts on the National Register of Historic Places. Residents have quick and easy access to many cultural activities, fairs, concerts and a wide assortment of annual events. From its start as a pioneer logging, milling and agricultural community to today's mix of residential, retail, light industrial and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support.



The city has over 300 acres of parks with an exceptionally popular recreation program, including a newly remodeled outdoor aquatics center. The Chehalis River, which runs through town, is a popular spot for kayaking and rafting. Chehalis is a frequent stop by bicyclists on the annual Seattle to Portland Bike Ride.

The Chehalis School District serves 2,600 students with comprehensive and challenging academic and extra-curricular programs. The district has a national reputation for excellence, consistently providing students with a solid foundation for advanced education and trades. Centralia College is nearby, offering over 50 academic and transfer programs, including newly accredited Bachelor of Applied Science programs.

THE CITY

Incorporated in 1883, the City of Chehalis operates as a council-manager form of government. The City Council is comprised of a mayor and six councilors, who are all seasoned elected officials who have served on the council for many years. The council respects the council-manager system, with an understanding that the City Manager runs the day-to-day operations with the expectation that they will be kept informed.



The City has approximately 90 fulltime employees with a general fund balance of \$871,335.56. Departments include City Clerk, Court, Airport, Human Resources, Finance, Public Works, Police, Fire and Community Development. Services provided include water and wastewater, solid waste, parks and recreation, street maintenance, land use planning, building plans review and code enforcement, municipal court services, municipal airport services, and general administrative services.

THE POSITION

Under policy direction from City Council, the City Manager serves as the Chief Executive Officer for the City and is responsible for promoting City Council's goals and ensuring that policies are effectively and efficiently implemented and enforced.

Other responsibilities include:

- Directs the activities of all City departments and provides administrative direction to all City employees and contractors.
- Submits a recommended annual budget and reports on the City's financial condition.
- Serves as the City's hiring authority and ensures resolution of personnel issues.
- Establishes effective working relationships with businesses and community groups and surrounding governmental entities, and encourages and develops economic opportunities.
- Responds to citizen inquiries and resolves complaints with quick and efficient follow through for satisfactory resolution for both community and the city.

CHALLENGES & OPPORTUNITIES

Economic Development

Future economic development remains an important planning focus for the City's future stability and vitality. The City is exploring the concept of acquiring a local short-line railroad right of way. The City also recently assumed sole ownership of the airport from the County, which has resulted in new commercial development and there are an additional 90 acres of property slated for development.

Community Relations

The City has just finished a new \$2.2 million aquatic center funded by a \$700K grant with the balance coming from donations from the Chehalis Foundation, a private local fundraising group. It is in the community's and the City's best interests to continue the strong working relationship built over many years with the Foundation.

Annexation

Annexation is being discussed, if not completed this year it will be a priority for the next manager in the upcoming year. The UGA is significant and will double the current city limits.



Downtown and Historic Preservation

Downtown renovation and the goal of making the old downtown into a destination are extremely important to Chehalis. The Chehalis Renaissance is a multi-year citywide plan with projects in community building, economic development, quality design, traffic and parking, and downtown development. The Chehalis Community Renaissance Team meets regularly and is driven by voluntary leadership, broad community participation and using disciplined project management. The mission of the Chehalis Community Renaissance Team is

to implement the Council-approved plan. The City Manager is a member of this team and will be expected to contribute time, energy and leadership to this important project.

Fire Department Consolidation

There have been discussions with other municipalities and agencies about consolidating fire services. Ideally the next manager would have some experience in consolidating service (fire or other) with other jurisdictions.

IDEAL CANDIDATE PROFILE

The current city manager is retiring at the end of the year, after serving the city for eight and a half years. The city council is seeking a manager who has a broad knowledge and understanding of all aspects of city government. This person will need to be a strategic thinker who can move the organization to the next level of professional administration. Due to two major flood incidents in 2007 and 2009, plus the effects of the recent recession, planning for the organization's administrative future has taken somewhat of a back seat.

The ideal candidate will be financially conservative with strong budget and financing experience. The members of Council are all long term in their positions and they have a deep level of caring for their city. They are seeking a manager who has an open and collaborative management style who takes a creative, calm and professional approach to finding solutions. Communications and keeping Council informed is very important.

Chehalis is looking for a candidate who is willing to make a long term commitment to the community and live and work in the city. The next city manager must be comfortable having a high profile in the community and will be expected to be involved in local service clubs and the community.

EXPERIENCE & EDUCATION

A bachelor's degree from an accredited college or university in public administration or other applicable field is required. A master's degree in public administration or business management and ICMA membership is preferred. Competitive candidates should have at least seven to ten years of senior public sector management experience, such as five to seven years management experience as a city manager/administrator or an assistant or a department director from a city bigger or similar in size.

COMPENSATION & BENEFITS

- **\$120,000 - \$135,000 DOQ**
- Medical, Dental, and Vision
- 10 paid holidays, 1 floating holiday
- Vacation & Sick Leave
- Life Insurance
- Voluntary Deferred Compensation Plan

Please visit:
www.ci.chehalis.wa.us

The City of Chehalis is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 26, 2014** (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 "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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