



# ASSOCIATION OF WASHINGTON CITIES

OLYMPIA, WASHINGTON

## CHIEF EXECUTIVE OFFICER

**Competitive Salary**  
*plus excellent benefits*

*Apply by*  
**April 26, 2009**  
*(open until filled)*

**PROTHMAN**



## MISSION STATEMENT

The Association of Washington Cities (AWC) exists to advocate for and serve cities and towns throughout Washington State. In pursuit of this mission, AWC provides leadership to:

- Enhance the capacity of local officials to perform their responsibilities.
- Improve communication among cities and towns, and with other entities.
- Share ideas, information, services and technology.
- Help cities and towns prepare for and manage change.

## THE ORGANIZATION

Founded in 1933, the Association of Washington Cities (AWC) is a private, non-profit, non-partisan corporation that represents Washington's cities and towns before the state legislature, the state executive branch and with regulatory agencies. Membership is voluntary; however, AWC consistently maintains 100% participation from Washington's 281 cities and towns. A 24-member Board of Directors oversees the Association's activities. Presently AWC has 47 FTEs and an annual budget of \$11 million.

AWC focuses its work in five service areas:

- Legislative representation
- Educational training
- Publications and resources
- Technical assistance in personnel and labor relations, energy, transportation, budgeting, planning, risk management and employee wellness
- Member programs, such as Municipal Liability and Property Insurance, Employee Drug and Alcohol Testing, and Employee Benefits

## THE POSITION

After serving as AWC's Executive Director for the last 18 years, Stan Finkelstein has decided to retire. Stan leaves a well-managed and effective organization comprised of talented individuals.



AWC Offices – Olympia, WA

Under the general supervision of the Board of Directors, the CEO serves as the primary staff contact between the Association and the Office of the Governor, state administrative agencies, legislative leadership, congressional staffs, affiliate organizations, and major legislative advocacy interests. Broad discretion in the selection of work methods and processes are allowed and the CEO is evaluated principally in terms of success in achieving organizational goals and objectives as determined by the Board.

Responsibilities include employment, training, and supervision of Association staff, development and implementation of work plans, budgets, and service programs and oversight of research and policy development activities. The CEO supervises the Association's legislative effort and participates in the preparation of various reports, studies and memoranda.

## CHALLENGES FACING THE NEW CEO

### AWC Relationships

The new CEO must have the ability to evaluate AWC's relationships with its members and partners. Questions that will need to be evaluated over the next year are:

- Are programs such as small city round-ups and regional meetings still valuable to the membership?
- Is equal time being devoted to large (*Seattle, pop. 586,200*) and small (*Krupp, pop. 60*) cities and are all cities satisfied with AWC's services?
- Is the amount of time AWC spending at federal level appropriate?

- Are we fully engaged with our state's delegation in Washington DC?
- How do we strengthen our partnerships with Municipal Research and Services Center, the Association of Counties, and other State associations?

### **Strategic Vision**

The new CEO will need to work with the Board to develop an up to date strategic vision. He/she must have the ability to work with the AWC staff to put the Board's vision into action and to work diligently to keep the staff and Board focused on efforts that support the fulfillment of the vision.

### **Member Centric**

The new CEO will need to recognize how to interact with and understand the needs of all the members - from the smallest to the largest. Each community presents a similar yet unique description of the complexities of city government, from the policy level of the council to the operational level.

### **City Funding**

A very high priority for the new CEO is to address the funding mechanism for cities. The CEO will need to work with the Governor and the Legislature to come up with a new financing model.

### **Administrative Leader**

The new CEO will need to be a proactive leader who will ensure the present financial security of the organization and the caring, interpersonal culture are maintained. The degree of professionalism among staff is excellent and that standard must continue. This person must be able to "manage up" to the Board, yet "manage down" by instilling confidence and trust in the directors and their staff.

## **THE IDEAL CANDIDATE**

The ideal candidate will have been a successful Chief Executive Officer or an Assistant/Deputy in a well-managed local government or public sector organization, such as a state association or other similar organization. Previous experience in an organization recognized for

excellent customer service and continuous improvement is very important. The successful candidate will have recognized expertise in effective lobbying at the federal and state levels regarding local government issues and will have an excellent knowledge of the laws and regulations governing Washington cities.

The new CEO must be able to work closely with the AWC's Board of Directors and Officers, providing policy advice and having the ability to accept direction and guidance. AWC has an outstanding staff providing excellent services to AWC members. The new CEO will need to work with this exceptional staff in the process of continuous improvement.

The ideal candidate will be a talented manager and leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing cities. This person should be honest, hard-working, and approachable by local elected officials, city staff, AWC employees, and state and federal officials, while establishing an atmosphere of trust, mutual respect and cooperation. The successful candidate will have a proven history of establishing and maintaining excellent working relationships with city managers and administrators.

Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences such as mayors, city council members, city staff, state and federal elected officials and citizens. The selected candidate will be politically astute and possess unquestionable integrity.

The new CEO must be able to accept and support decisions in a positive manner and take a collaborative approach in providing AWC services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment. The new CEO will have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused organizational culture.

The CEO will be a good listener who consistently deals well with personnel throughout all levels of the organization, and can be relied upon to serve as a mentor for those interested in personal and professional development. The candidate will also bring an appropriate sense of humor to the job, as well as a flexible “can-do” attitude. Specific skills and knowledge will include:

- Significant knowledge of federal, state and municipal laws, rules and regulations
- Significant knowledge of the federal and Washington State legislative processes
- Significant knowledge of Washington municipal governments and issues facing local government
- Significant knowledge of Federal and Washington State legislation affecting municipal governments
- Significant knowledge of the principles and practices of management, including fiscal and budgetary practices

## **EXPERIENCE & EDUCATION**

---

A bachelor’s degree in public administration, business administration or a related field is required; a master’s degree in public administration or closely related field is preferred.

The ideal candidate will possess a minimum of seven to ten years of experience in a comparable or larger agency, with extensive

experience in a senior management role such as an association or city chief executive officer or similar senior management position. Competitive candidates will also have an ongoing record of training and professional development.

## **COMPENSATION**

---

- Competitive Salary
- Retirement
- Medical
- Dental/Orthodontia
- Vision Plan
- Short-Term & Long-Term Disability
- Life Insurance & Accidental Death and Dismemberment
- Employee Assistance Program
- Vacation Leave & Sick Leave
- 12 Holidays
- Bereavement Leave
- Professional Services Contract



*For more information about the Association of Washington Cities, please visit:*  
**[www.awcnet.org](http://www.awcnet.org)**

---

The Association of Washington Cities is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 26, 2009** (first review, open until filled). To apply, please send a completed application, letter of interest, resume, and answers to the supplemental questions to Prothman via email at [humanresources@prothman.com](mailto:humanresources@prothman.com), fax to 206-368-0060, or mail to the address below. Application materials are available at [www.prothman.com](http://www.prothman.com).



206 368 0050 {ph} 206 368 0060 {fx}  
3633 136<sup>th</sup> PL SE, Suite 206 Bellevue, WA 98006  
[humanresources@prothman.com](mailto:humanresources@prothman.com) [www.prothman.com](http://www.prothman.com)