



**CITY OF CARNATION, WASHINGTON**  
*IS SEEKING A TALENTED CITY MANAGEMENT PROFESSIONAL TO  
SERVE AS THE CITY'S NEXT*

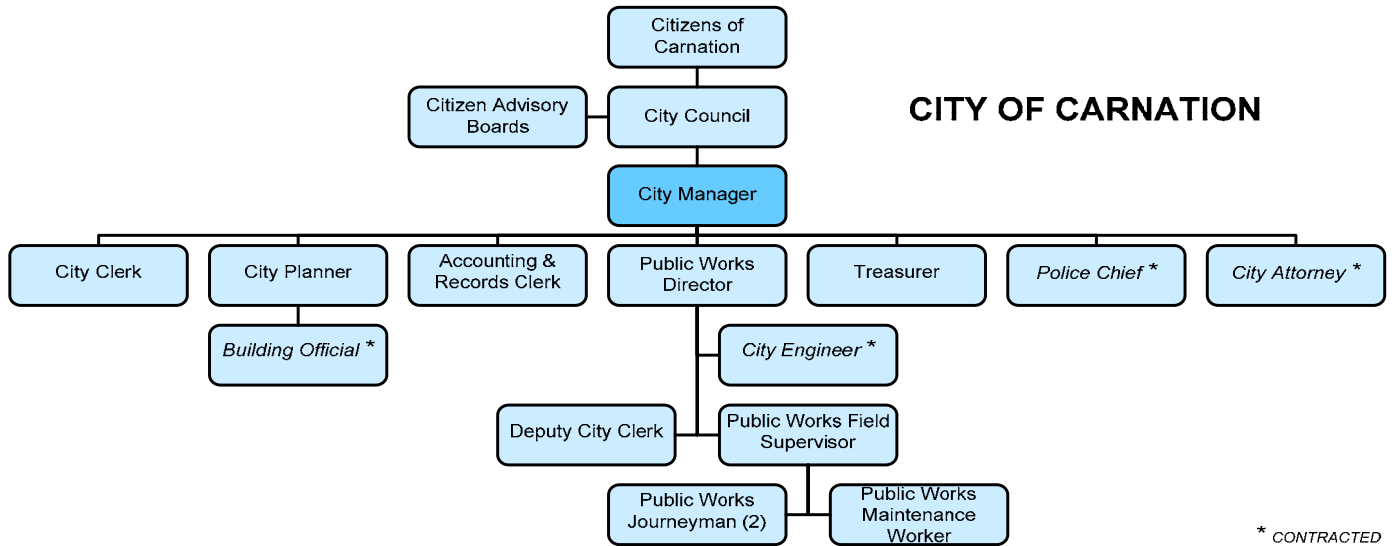
## **CITY MANAGER**

**\$85,000 to \$95,000**  
*PLUS EXCELLENT BENEFITS*

*APPLY BY*  
**March 7, 2010**  
*(FIRST REVIEW, OPEN UNTIL FILLED)*

***PROTHMAN***





\* CONTRACTED

## WHY APPLY?

This is an excellent opportunity for a “hands on” city management professional to make a difference in a community that takes pride in its history, small town charm and quality of life. Carnation also provides the right candidate the opportunity to work with a supportive City Council that is committed to professional management. The City has a strong team of dedicated staff members that are excited to work for a talented City Manager.

## THE COMMUNITY



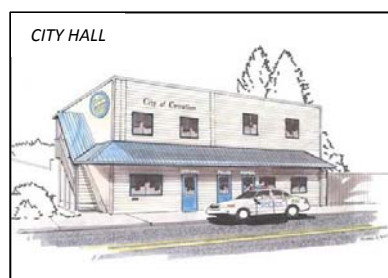
Carnation is a rural Western Washington community of 1,905 residents located along the confluence of the Snoqualmie and Tolt Rivers. Founded early in the settlement of King County, Carnation

is located in the beautiful Snoqualmie Valley, 30 miles east of Seattle and 15 miles east of Redmond. The City has seen many changes over the years, not the least of which is its own name. It was officially incorporated as Tolt in 1912. The name was changed to Carnation in 1917, back to Tolt in 1928, and finally back to Carnation in 1951. Many events, but especially the introduction of the railroads to the area, led to the incorporation of this community. Logging and dairy farming were economic staples for Carnation beginning in the early 1900's. Carnation Farms put the town on the map which led to the valley becoming world famous as the “Home for Contented Cows.”

Carnation Farms has closed but the community maintains its small town feel with old fashioned storefronts, single family homes, and farms ringed by forested hills and the snowy peaks of the Cascades. The rural environment combined with the area's surrounding beauty and outdoor recreation activities make Carnation a great place to raise a family.

Carnation is in the Riverview School District which includes three elementary schools, a single middle school, and a high school. Tolt Middle School and Carnation Elementary are in Carnation and Cedarcrest High School is 10 miles north in Duvall.

## THE CITY



Carnation utilizes the Council-Manager form of government. The Mayor and Council set policy direction and pass local laws to govern the City. The City

Manager is responsible for implementing Council policies and ensuring that the day-to-day operations of the City are efficient and effective.

There are five City Council Members elected at-large. Every two years in January, the City Council elects a chairperson to serve as Mayor. The Mayor, with Council approval, appoints a five member Planning Board to provide recommendations to the Council regarding coordinated plans for the physical development of the City. The other appointed board is the five member Parks Advisory Board which

provides recommendations to the City Council regarding the parks and recreational needs of citizens and development of city parks.

The City has eleven full and part-time staff, including the City Manager, Public Works Director, City Planner, City Clerk, Treasurer, Deputy City Clerk, Office Assistant, Public Works Field Supervisor, and three Public Works field employees. Carnation contracts for police services with the City of Duvall. Fire protection and response is provided by Eastside Fire & Rescue District #10. Legal and engineering services are also provided by contract. The General Fund budget for 2010 is approximately \$1.47 million with an overall budget for all funds of \$7.76 million.



The City of Carnation's vision is "a friendly and safe family-oriented community where a vibrant small town benefits from the natural beauty, heritage and recreational opportunities of the Snoqualmie Valley." Carnation also envisions itself with a high quality of life,

small home-town character, community pride, investment in children, investment in seniors, thriving economic climate, and quality government services.

## **THE POSITION**

The position has been successfully held by Ms. Candice Bock who has taken a new position in another agency. The City Manager is the City's chief administrative officer and is responsible for seeing that the City Council's goals and policies are effectively and efficiently implemented. This is done by identifying options and providing analysis and recommendations about policy issues; coordinating departmental work plans; submitting a recommended annual budget; reporting on the City's financial condition; implementing administrative policies and processes that facilitate the accomplishment of the Council's goals; and establishing effective working relationships with community and business groups and surrounding governmental entities.

The City Manager supervises department heads and contracted services for police, legal, and engineering; represents the City on numerous committees and public-private projects; conducts research and analysis at the request of the City

Council; reviews and approves reports prepared by staff; serves as the primary contact for the news media; prepares information about City activities; and responds to citizen inquiries, questions, and complaints.

## **ISSUES FACING THE CITY**

### **Continued Financial Stability**

Carnation is not unlike all Washington cities that are continuing to face significant budget challenges during this time of economic downturn. In Washington State, cities rely heavily on two main sources of revenue – property tax and sales tax – which are not growing at the same pace as the costs of operating a city. In addition, voter-approved property tax initiatives limit the growth in existing property tax revenues to 1% per year. There are signs of an improving economy, but in the meantime, managing the City of Carnation's finances will require a City Manager who understands municipal finance and has a proven track record of operating effectively, creatively, and thoughtfully in this challenging economy. In late 2009, the City Council tasked its Council Finance and Operations Committee to work over the next several months to address the General Fund deficit to see if additional cost reductions or opportunities to improve efficiency can be found. The new City Manager will be expected to play an active role in providing support to this Committee through providing financial analysis and recommending strategies that will help maintain a strong financial foundation for the City.

### **Economic Development**

The Carnation City Council wants to enhance the economic vitality of the City as a means to help improve the City's financial sustainability. The City wants to create a more vibrant downtown for local businesses, residents, and visitors. Attention will need to be paid to attracting new businesses and the retention of existing businesses, including working more with local businesses and economic development organizations. In addition, there is interest in evaluating opportunity sites in the City for future economic development.

In October 2009, an "Identity Stakeholder Group" was established by the City Council to provide recommendations about establishing a special identity for Carnation to attract new businesses and visitors. The Committee consists of eleven members from the residential and business community. The City Manager serves as a liaison to the Committee. The Committee is expected to complete its final report by June 2010.

## THE DESIRED CANDIDATE

The desired candidate will be a talented municipal manager and administrative leader who enjoys working in a small town environment and understands all aspects of city government, including the financial challenges that cities face and be able to seek creative and resourceful solutions to these challenges, both from a short and long range perspective. The candidate will be expected to build on existing strong relationships with neighboring cities and evaluate additional ways to partner with other agencies and cities to provide services.

The City Council is seeking a candidate who is a "hands on" manager and who is approachable, informal, but confident, and encourages open communication based on an environment of trust and integrity. The selected candidate will be able to support policy and legislative decisions by the City Council and provide sound information and options to help them make informed decisions. The City Manager must also be able to assist Council in prioritizing goals and work plans that are commensurate with staff resources. Candidates should have a proven track record of delivering results, building accountability for staff, and creating a positive working environment of teamwork and innovation. Candidates will need to have competent computer skills and require little administrative support. Experience in managing high profile and complex public projects will be a plus.

The desired candidate will be recognized for building consensus and providing management leadership to the City staff and will not be afraid to make the tough decisions when needed. The City Manager is also expected to participate in labor negotiations and contract development. The successful candidate will be politically astute and demonstrate an unquestionable sense of integrity, honesty and commitment to the City.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences, such

as the City Council, community groups and other boards and committees.

The City Manager must be a good listener who consistently works well and proactively with citizens, community groups, and the development community. The desired candidate must be comfortable with the informality of citizens "dropping in" to see the City Manager. He/She will also be expected to be visible at community activities and spend time visiting local businesses and community groups around town to help gain a sense of citizen concerns and ideas.

## EXPERIENCE AND EDUCATION

Candidates should have a minimum of five years of progressively responsible senior management experience in municipal or county government, preferably with at least three to five years as a successful City or County Manager/Administrator or as an Assistant, Deputy, or other senior management level position. A bachelor's degree in public administration, business or related field is required, with a history of continuing educational and professional development. A master's degree or its equivalent is a plus, but not required.

## COMPENSATION & BENEFITS

- **\$85,000 to \$95,000**
- Contract with Severance Compensation
- Vacation leave
- Sick leave
- Ten holidays and one personal holiday per year
- Fully Paid Family Medical, Dental & Vision coverage
- Life insurance
- Participation in the State of Washington PERS retirement system
- Voluntary Deferred Compensation Plan

For more information about the City of Carnation, please visit:  
<http://www.ci.carnation.wa.us/>

*The City of Carnation is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **March 7, 2010** (first review, open until filled). To apply, please send a letter of interest, resume, completed application, and answers to the supplemental questions to Prothman via email at [humanresources@prothman.com](mailto:humanresources@prothman.com) or mail to the address below. The application form and supplemental questions can be found at [www.prothman.com](http://www.prothman.com)*



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