



City of
EDGEWOOD
W A S H I N G T O N

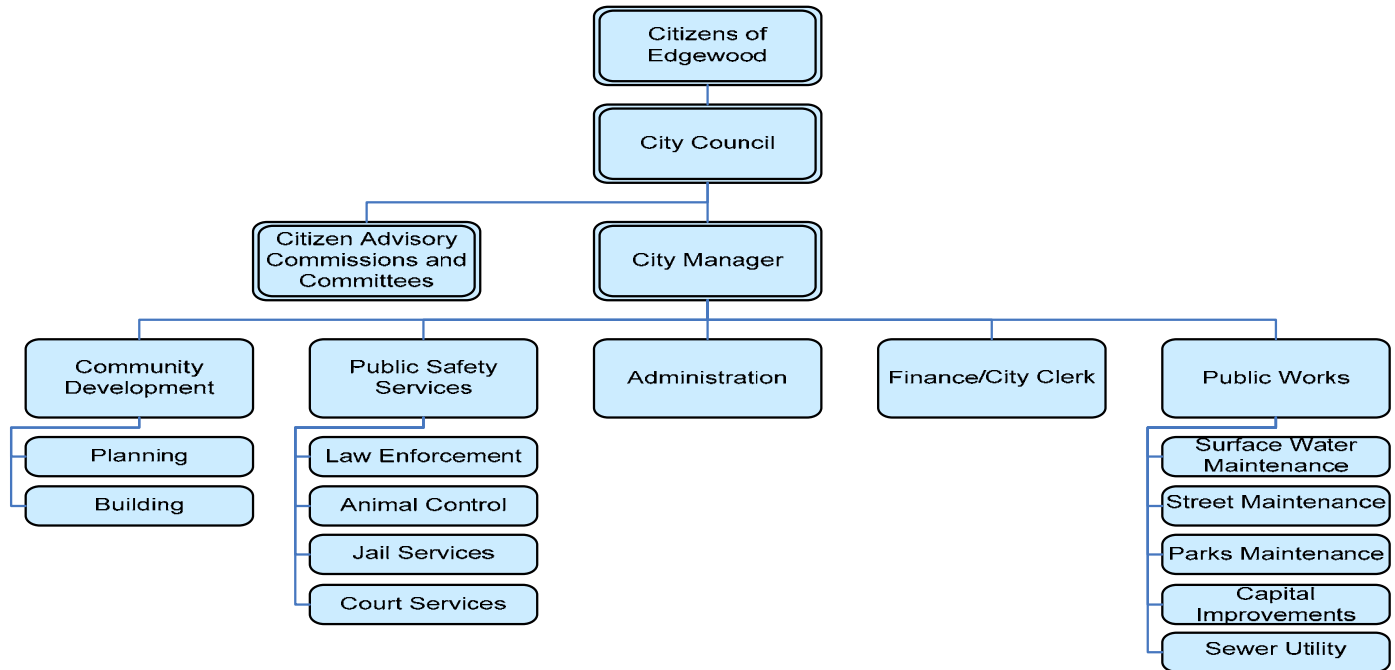
CITY MANAGER

\$100,000 to \$130,000
plus excellent benefits

*apply by **October 4, 2009** first review, open until filled*

***P*ROTHMAN**





WHY APPLY?

This is an excellent opportunity for a city management professional looking to truly make a difference in a growing community that wishes to maintain its small town charm. The City of Edgewood, Washington, offers an opportunity for the right candidate to work with a City Council and staff committed to professional management and teamwork!

THE COMMUNITY

Located in northern Pierce County on the Puyallup River Valley’s “North Hill”, just 10 minutes north of Tacoma and 35 minutes south of Seattle, Edgewood residents enjoy an unhurried rural quality of life with outstanding views of Mt. Rainier, the Cascade Mountains and the beautiful Puyallup Valley. Edgewood features quality housing, lots of open space and excellent schools. Edgewood offers a wide range of parks which promote personal well being, family growth, and social opportunities.

THE CITY

An incorporation effort was launched to provide the community residents with the authority of local control so they could determine their own destiny. The successful vote for incorporation was conducted in April, 1995, with the City officially incorporating on February 28, 1996. Today, the City of Edgewood is 8.9 square miles and home to approximately 9,615 residents.

Edgewood continues into the 21st century with the vision of a community where the quality of life is first and foremost for all Edgewood residents. Formed as a code city, Edgewood operates under the Council/Manager form of government.

The City contracts for law enforcement, jail services, court, legal services, animal control and public works. The Fire and Library Districts are separate and the City has no utilities with the exception of storm water. After completion of the sewer infrastructure along the Meridian Corridor, the City will also operate the sewer utility. The City has a total budget of \$34.7 million, with a General Fund Operating Budget of \$3.3 million; the 6-Year CIP through 2014 is \$65.5 million. The City has 12 FTEs, which does not account for contracted services.

THE POSITION

Reporting to the City Council, the City Manager serves as the Chief Executive Officer of the City. The City Manager directs and supervises all activities of the City departments, appoints and removes all staff, and implements policy as established by the City Council. He/She directs issues to the City Council for consideration and recommends policy options and also conducts research and analysis at the request of the City Council. This position will require an individual who understands and is able to be a “working manager” with very limited administrative staff support.

The City Manager insures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.



The City Manager supervises department heads and coordinates the activities of the departments to meet overall organizational goals. He/She heads the management team in actions that carry out policies as set by the City

Council. The City Manager supervises the performance and work activities of staff and provides regular performance evaluations.

The City Manager represents the City on numerous committees and public-private projects. He/She will meet with private citizens, civic groups, and business organizations to provide information on City policy, programs and activities. The City Manager also serves as the primary contact for the news media and will respond to citizen inquiries, questions and complaints.

ISSUES FACING THE NEW CITY MANAGER

Meridian Commercial Development

This is a top priority for Council to encourage new commercial development along the Meridian Corridor. The City anticipates beginning construction of a \$20 million dollar sewer LID this fall that will facilitate development in the corridor. There is also a state funded project to widen Meridian (SR 161) that will provide the necessary infrastructure for good development opportunities. The new City Manager will be instrumental in promoting commercial development in this area.

Economic Challenges

Edgewood, like many cities, is facing 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

Edgewood's finances will be a high priority of the City and will require a City Manager who can operate effectively, creatively, and thoughtfully in this challenging economy.

THE IDEAL CANDIDATE

The ideal candidate will be a talented municipal manager and administrative leader who understands all aspects of city government. Due to the small number of city staff, the ideal candidate will be a “hands-on” individual who is not afraid to “get their hands dirty.” He/She will be expected to continue to build on already strong relationships among City staff. The City Council is seeking a City Manager who is approachable and encourages open communication based on an environment of trust and integrity. The desired candidate will bring an appropriate sense of humor, as well as a flexible “can-do” attitude.

The City Manager will have excellent listening skills who consistently work well with personnel throughout all levels of the organization and the community. The ideal candidate will demonstrate that he or she has helped develop a sense of pride and cooperation in their city and provided sound management leadership.

The City is looking for a talented professional who has experience in planning and community development in a public sector agency of comparable complexity and size. The successful candidate will be politically astute and a strategic thinker who has a clear understanding of the long term impacts of planning and visioning for a community. The candidate must be able to balance the diverse views regarding growth in the community.

The new City Manager will work to build trust and strengthen City relationships with residents and the development community, and they should also have a proven track-record of providing excellent customer service. He/she will be accessible and responsive to the public, elected officials and city staff. The selected candidate will develop and maintain positive community relations and public involvement and will have a track record of working well with regional partners.

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.

EXPERIENCE AND EDUCATION

Graduation from a four-year college or university with a degree in public administration or a closely related field, plus five years of recent, successful, progressively responsible municipal management experience, preferably as a City Manager or Assistant City Manager, is required. A master's degree in public administration or closely related field is desirable and may be substituted for up to one year of the required experience. A valid Washington State driver's license, or the ability to obtain one within one month, is required.

COMPENSATION & BENEFITS

- **\$100,000 - \$130,000** DOQ
- Washington State PERS retirement
- Medical, Dental, Vision
- Employee Assistance Program
- Long Term Disability
- Group Term Life Insurance
- Deferred Comp Plan Options
- 401(a) – Employer match of 6.2%. The City of Edgewood does not participate in Social Security.
- 11 paid holidays
- Sick leave (8 hours/month)
- Vacation leave (12 days/year)



*For more information about the City of Edgewood,
please visit their website at:*

www.cityofedgewood.org

*The City of Edgewood is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **October 4, 2009** (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 or mail to the address below. The application form and supplemental questions can be found at www.prothman.com*

PROTHMAN

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