



# CITY ADMINISTRATOR

## \$124,800 - \$162,000

*Plus Excellent Benefits*

An additional \$9,494/year for 2018 is provided for the employee to use in the City's Flexible Benefits Plan for spouse medical coverage, employee paid premiums, unpaid medical or dental expenses, ICMA retirement options or as cash. This amount goes up with cost of living.

*Apply by*  
**October 7, 2018**  
*(open until filled)*

**PROTHMAN**



## WHY APPLY?



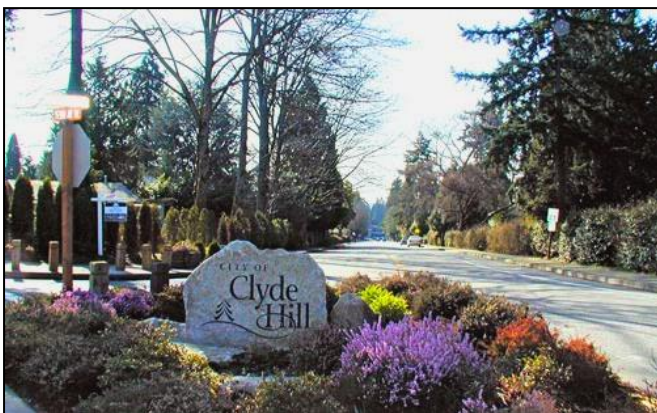
Located in western Washington just inland of the shores of Lake Washington, the City of Clyde Hill's top elevation of roughly 375 feet has the unique distinction of spectacular views of Lake Washington, Mount Rainier, the Olympic Mountains, the Cascade Mountain range and the Seattle or Bellevue skyline from its many higher elevations.

This is an excellent opportunity for an experienced public-sector management professional to join an established and fully built-out community. This position offers the right candidate a chance to work with a dedicated City Council and staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity, this is the right position for you!

## THE COMMUNITY

With just over 3,000 total residents and 1,100 houses, Clyde Hill is a quiet affluent community encompassing roughly one square mile. The City has been ranked #2 on Coldwell Banker's "Best Suburban Places to Live in the United States" and as the Seattle area's "Most Affluent Neighborhood" by the Puget Sound Business Journal. The majority of Clyde Hill is zoned for single-family use with the exception of two commercially zoned areas: a gas station and a coffee shop.

Clyde Hill is about 1.5 to 2 miles east of the City of Seattle and is bordered by the cities and towns of Bellevue, Kirkland, Medina, Yarrow Point and Hunts Point.



Clyde Hill is only 10 minutes away from the City of Redmond, and is ideally situated for those that live in the City, albeit with the issues that stem from its geographic location. The nearby cities of Bellevue, Redmond, Seattle and Kirkland have major employment centers and easily accessed shopping centers and recreation of all types.



Clyde Hill offers visitors a mild climate where temperature extremes are moderated by its proximity to Lake Washington and the Puget Sound. Summers are dry and warm with average daytime highs around 73-80 degrees and low humidity. Days below freezing average just 15 per year and it rarely snows. Annual rainfall averages 37 inches; less than New York City, Atlanta or Houston.

Clyde Hill's schools are part of the larger City of Bellevue School District, which is one of the top-ranking and award-winning school districts in the nation. The Bellevue School District serves about 20,000 students in 28 schools. More than 380 Bellevue teachers are National Board-certified, more than any other district in the state, and more than 75% of the teachers hold a master's degree.

## THE CITY

Incorporated in 1953, the City of Clyde Hill is a non-charter, code city operating with a hybrid Mayor-Council form of government on a 2018 operating budget of roughly \$4.2 million with 20 budgeted FTEs.

The City has an elected five-member Council and an independently elected Mayor. The Clyde Hill City Council members are elected at large to staggered four-year terms. Council members have the primary responsibility to establish the policy, direction and goals for the City. The Mayor is elected at large to a four-year term and presides over all meetings of the City Council.



The Mayor serves as the Chief Executive Officer of the City but has the authority to appoint a City Administrator to implement the executive duties of the City on a day to day basis. Additionally, the Mayor has the responsibility to appoint members to serve on the City's Planning or Civil Service Commissions, as well as on special advisory committees.

The City provides a broad spectrum of essential services to its citizens including police, public works, building, code enforcement, streets and storm sewer services, parks and general government services. Clyde Hill contracts with neighboring cities and towns to share the costs of selected municipal services. The City of Bellevue provides fire, water and sewer services to Clyde Hill, and the City of Kirkland provides Municipal Court services. Jail services are provided by multiple sources including King County and the cities of Issaquah and Kirkland.

Clyde Hill provides Police services to the neighboring residential Town of Yarrow Point who is responsible for about 25% of the Clyde Hill police department's workload and costs.



## THE POSITION

Under the direction and with the authority of the Mayor, the City Administrator is responsible for providing professional managerial leadership and direction to all City departments, including the administration and coordination of the activities and functions of the various city officers, departments and commissions in implementing the requirements of city ordinances and the policies of the City Council. The City Administrator also develops effective working relationships with elected, administrative and program officials to ensure cooperation and efficient operation of city government. This position has wide latitude for independent exercise of good judgement and effective action. The City Administrator also acts as the City Clerk and City Treasurer.

### Responsibilities include:

- Overseeing the development and administration of the City's budget. Ensure financial soundness and integrity of the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens.
- Meeting with representatives of agencies and outside entities to negotiate formal and informal agreements between the City, state, and county governments and private interests as issues arise.
- Providing support to the Mayor and Council. Assist Council members with a variety of activities, providing leadership and information as requested. Assist Council members in drafting policies, facilitating the development of City plans, regulations, and ordinances. Attend Council meetings.
- Providing leadership and direction for major projects and long-range capital programs.
- Ensuring that all City leases, contracts, permits, and privileges are fully observed and properly enforced.
- Providing general supervision over all City property and equipment.
- Establish within City policy, appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Allocate resources.
- Properly represent the City to neighboring jurisdictions, governmental bodies, organizations, and the news media.
- Communicating with state, and local officials and legislators to present the City's viewpoint on pending administrative and legislative actions.
- Meeting with citizens to review and resolve customer service and other issues.

- Conferring with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in City affairs or concerns.
- Providing staff support to Council, commissions and committees.
- Attending and participating in professional group meetings. Stay abreast of new trends and innovations in the field of public administration and management.

## OPPORTUNITIES & CHALLENGES

1. Maintain a proactive approach regarding Traffic Management and Social Media Programs.
2. Develop vision and relationships with newly hired or promoted executive staff members.
3. Sustain the City Council's conservative approach to budgeting, developing new or expanded revenue streams and shrinking or discontinuing existing expenditure streams when possible.
4. Implement the City's Facilities Master Plan.
5. Complete implementation of the Mayor's Strategic Plan.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A Bachelor's degree in Public Administration or a related field is required, plus at least eight (8) years of experience in a progressively more responsible senior management position. Five (5) years of public sector management experience and a Master's Degree are highly desirable. The ideal candidate will be an ICMA member in good standing.

### Necessary Knowledge, Skills and Abilities:

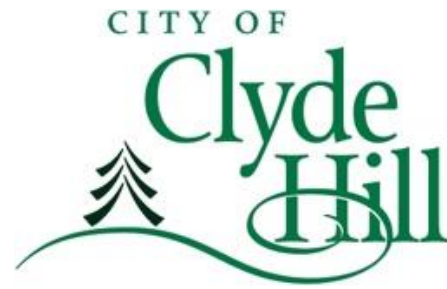
- Ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment.
- Take policy direction from the Council and lead staff to achieve tangible results.
- Excellent verbal and written communication skills, and the demonstrated ability to lead a city and its departments.
- Understanding and experience implementing the principles and best practices of personnel management including fostering a productive work environment that strives for excellence.

- Experience and ability to manage and oversee all City operations, including: budgeting, finance, planning, public safety, emergency management, public works, personnel, and all other City functions. Act as the City's business agent matters relating to City contracts, permits, franchise agreements, and leases. Knowledge of Washington land use laws and procedures as well as the Revised Code of Washington and the Washington Administrative Code.
- Dedication to the principles of public involvement and consensus building among diverse community interests, ensuring tangible outcomes.
- Experience in effectively working with elected councils, boards and commissions, including fostering an environment of effective, honest, and open communication. The judgment and ability to effectively keep the City Council informed of issues related to the City and to provide clear and complete information on policy options.
- A commitment to local government processes and procedures, board policy development, and equal access to information by all Councilors.
- Demonstrated ability to facilitate effective community conversations on long-term economic and community development issues, particularly amid strong and varied opinions.
- Ability to understand, plan for and lead the Council and Budget Advisory Committee to maintain the City's long-term financial stability with limited tools/resources.
- Skill in being a "jack of all trades" relating to all City functions, including the ability to lead others while comfortable and knowledgeable as a working vs delegating manager.
- The skills, understanding and experience to nurture a professional organization of dedicated staff that wear many hats.
- Experience assisting new department heads in develop their departments to address overall City goals.



## COMPENSATION & BENEFITS

- **\$124,800 - \$162,000 DOQ**
- An additional **\$9,494**/year for 2018 is provided for the employee to use in the City's Flexible Benefits Plan (Cafeteria Plan) for spouse medical coverage, employee paid premiums, unpaid medical or dental expenses, ICMA retirement options or as cash.
- Employee/Non-Spouse Dependent Health Insurance (90%).
- Employee Dental, Disability, Unemployment Insurance and Life Insurance.
- Employee Assistance Program.
- State Retirement System & Social Security.
- Paid Vacation.
- 12 Sick Days Per Year.
- 40 hours personal time as an exempt employee.
- Additional benefits DOQ including a car allowance and deferred compensation.



**Please visit:  
[www.clydehill.org](http://www.clydehill.org)**

The City of Clyde Hill is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 7, 2018** (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.

**PROTHMAN**

**www.prothman.com**

371 NE Gilman Blvd., Ste 310  
 Issaquah, WA 98027  
 206.368.0050