



**CITY OF SNOQUALMIE  
WASHINGTON**

# **PARKS & PUBLIC WORKS DIRECTOR**

## **\$144,336 - \$160,368**

*Plus Excellent Benefits*

*Apply by*

**October 13, 2019**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Located just 25 miles east of Seattle, the City of Snoqualmie is home to Snoqualmie Falls, the second most visited natural attraction in Washington State after Mount Rainier. It is surrounded by stunning vistas of Mount Si and the Cascade Mountains, and offers year-round outdoor adventures, including hiking, mountain and road biking, fishing, and golf, as well as skiing only 30 miles east. The City of Snoqualmie is a stable, financially-sound organization with an emphasis on smart growth and environmental preservation. If you are interested in working in a vibrant and growing city where you can make a difference, this is the right position for you!

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## THE COMMUNITY

Incorporated in 1903, the City of Snoqualmie maintains a small-town feel while continuing to grow. In 1997, the population was approximately 1,500, while today it is nearly 14,000 due to the master-planned community of Snoqualmie Ridge. Remarkably, census results show that 35% of the population is made up of those 18 years of age and younger, which takes the number one position in King County for youth population.

The outdoors infuses Snoqualmie with energy and tranquility. Residents enjoy the city's 40+ parks, more than 30 miles of trails, and 540 acres of open space that offer a wide range of recreational opportunities. The Snoqualmie Community Center is operated by the YMCA and has a cardio and fitness center, community programs, childcare, and may have a pool in the near future. A new ice-skating facility is under construction.



Downtown Snoqualmie is referred to as the Historic District for its many landmarks. The downtown area has an abundance of unique shops, local art, and many restaurants, from coffee houses to casual and fine dining. Complementing downtown Snoqualmie are many shops and restaurants on Snoqualmie Ridge.

The Snoqualmie Ridge Business Park has several major companies in a variety of industries, including Spacelabs, Technical Glass Products, and LKD Aerospace and is also the location of the Hampton Inn & Suites, which is the newest hotel in Snoqualmie, adding to the accommodations option of the luxury Salish Lodge & Spa.

Snoqualmie is the official Home of the Boeing Classic PGA Champions Tour held annually at the Club at Snoqualmie Ridge. The nationally recognized Jack Nicklaus Signature Golf Course is designed to accommodate professional events while offering superb playability and unparalleled views for golfers. Other attractions include the Northwest Railway Museum and the Snoqualmie Casino, the closest casino to Seattle. It is owned by the Snoqualmie Indian Tribe, from which the city takes its name.

The Snoqualmie Valley School District provides academics, sports, and music programs, with a focus on STEM for approximately 7,200 students in ten schools. Test scores are among the highest in the state. Many excellent public and private colleges and universities are within an hour of Snoqualmie, including Bellevue College and the University of Washington, one of the preeminent research universities in the world.

## THE CITY

The City of Snoqualmie is a non-charter Code City which utilizes a Mayor-Council form of government. The Mayor is the elected chief executive officer and all Council Members are elected citywide and represent all citizens. Mayor Matt Larson is currently serving his fourth term as Snoqualmie's Mayor. He has held many offices in Snoqualmie in the past and currently serves as a representative to many regional organizations. City Administrator, Bob Larson, serves as the chief administrative officer and is responsible for the City's day-to-day operations and the coordination of work among all departments and programs. City departments include Administration, Administrative Services, Community Development, Finance, Fire, Information Technology, Legal, Parks & Public Works, and Police. The City's department directors and program managers are supportive of each other in accomplishing the City Council's goals and objectives. They work well together as a team in an environment that is enjoyable and highly productive. Snoqualmie has a current budget of \$58.47 million and employs 117.5 FTEs, including interns and seasonal employees.

## THE DEPARTMENT

The Snoqualmie Parks Division manages more than 40 parks that offer something for everyone, from walking paths and playgrounds, to tennis courts and athletic fields. In addition, Snoqualmie has more than 540 acres of open space and approximately 35 miles of public trails throughout the community that allow residents and visitors an opportunity to explore the area's natural beauty and ample wildlife. Most trails are open for walking, hiking, biking, and horseback riding. In addition, many of the trails connect to regional trail systems. The division offers rentals for various recreational groups, such as soccer, football and baseball leagues at the various city owned fields. The Snoqualmie Community Center is a partnership between the City of Snoqualmie and the Snoqualmie Valley YMCA. The YMCA provides programming that emphasizes healthy living, youth development and social responsibility. The Division also manages the City's urban forest made up of more than 7,000 trees in parks and along streets on Snoqualmie Ridge alone, and the Community P-Patch Program, which offers residents an opportunity to grow produce and flowers on their own plot of land in a communal garden.



The Snoqualmie Public Works division is made up of both a streets division and utilities division. The streets division maintains well-functioning streets and roadway infrastructure through snowplowing and de-icing as needed, pavement markings maintenance, pavement overlays, street reconstruction, sign maintenance and repair, and maintaining drainage systems. The utilities division provides drinking water, stormwater, wastewater treatment and services. The City has a state-of-the-art wastewater treatment located at the Public Works Facility.

The Parks & Public Works Department operates with 34 FTE's on a 2019 operations, maintenance and capital budget of roughly \$30.74 million.

## THE POSITION

Under the direction of the City Administrator, the Parks & Public Works Director leads, plans, and manages the activities and operations of the Department, including engineering and consultant engineering services, Parks, Streets/Storm, Treatment Works/Wastewater, Water-Collections and Distribution, and Fleet & Facilities Divisions. The Director is responsible for all activities and management of the City parks, trails, and open spaces, and manages programs in coordination with the Snoqualmie Valley School District, King County Parks Department, the State Dept. of Parks, and the State Department of Natural Resources. The Director also determines the parks and recreation needs of the community, then implements plans and programs to respond to those needs. This position interacts with local citizen groups, elected officials, the Parks Board, the Parks and Public Works Committee, as well as coordinates with the County and State for the provision of services that extend beyond the City limits into the surrounding unincorporated area.

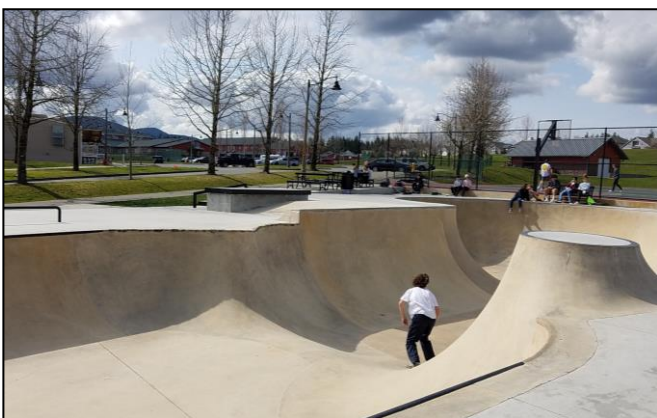
**Other Responsibilities Include:**

- Provides leadership and supervision, through the Operations Manager to the supervisors in the divisions of the Parks and Public Works Department.
- Assists in the recruitment and selection of employees; counsels and evaluates employee performance to assist them in performing to their capabilities; manages employee grievances and employee personnel actions in keeping with labor agreements and City personnel policies.
- Manages, directs and implements long-range planning activities including comprehensive utility plans, Stormwater Management Plan, Six-Year Transportation Improvement Program (STIP), utility capital improvement plans (CIPs) and related programs. Reviews and proposes revisions to municipal code.
- Develops and prepares annual departmental budget, ensuring the department's funds, staff resources, materials, and facilities are used efficiently and effectively. Prepares and administers the department's budget and work programs, and is responsible for purchasing, inventories, and budget monitoring.
- Works with the Operations Manager to assign and schedule work to employees in a systematic manner that allocates work as efficiently as possible.
- Evaluates Parks and Public Works Department needs; formulates short- and long-range plans to meet needs in all areas of responsibility; reviews and updates or works with consultants to update comprehensive plans for parks and public works facilities and operations as required by state and federal regulations.
- Responsible for the oversight of the staff scheduling the use of all City parks.

- Responsible for departmental public relations; responds to public inquiries, investigates & resolves complaints, or refers to appropriate individual or department for resolution.
- Collaborates with staff to establish departmental operating procedures, office protocols, filing systems, and other programs to provide the necessary staff support for parks and public works operations.
- Responsible for plans & bid specifications for park construction projects.
- Develops and maintains constructive relationships with City officials, City Department Directors, community agencies, groups, and the general public regarding parks and public works activities, to ensure that efforts are effectively directed toward achieving City goals.
- Conducts research, compiles information, prepares reports, and proposes policies for the Parks & Open Space Comprehensive Plan.
- Works closely with the City's consultant engineer to prepare plans and construct infrastructure improvements.
- Works with and manages consultants and contractors, as necessary.
- Attends staff & community meetings as required, including City Council, Parks Board, Parks and Public Works committee meetings & public hearings.

**OPPORTUNITIES & CHALLENGES**

1. Improving the departmental reputation and building trust with the community, staff, and leadership. The new Director will need to develop and implement strategies to improve trust within the department as well as with external customers to be successful.
2. The new Director will be accountable for delivery of both the Utilities CIP and Non-Utilities CIP. To be successful the new Director will need to be actively engaged in all projects to ensure work timelines and budgets are met.
3. The Director must ensure that maintenance and operations functions meet Council, leadership, and regulatory driven goals. The new director will need to establish work expectations, effectively lead maintenance staff, and monitor progress to achieve annual organizational objectives.



## IDEAL CANDIDATE

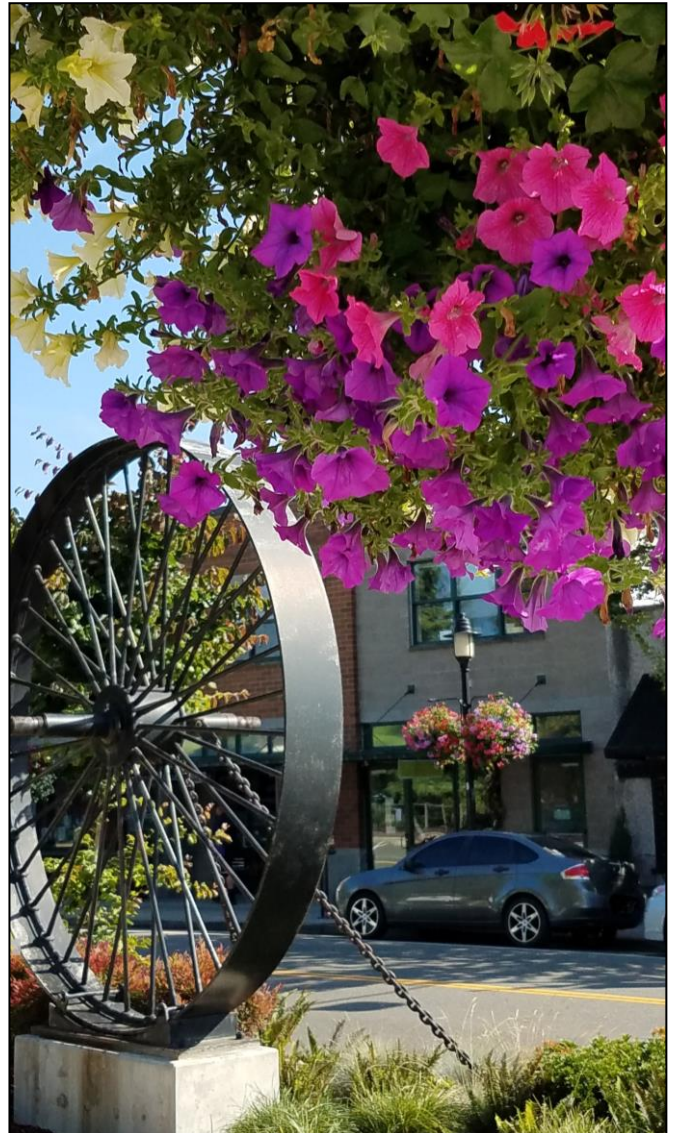
### Education and Experience:

A bachelor's degree from an accredited college or university with major course work in engineering, public works administration, park planning, public administration, or a related field, and five (5) years of supervisory experience is required. Candidates must also have ten (10) years of public work experience and five (5) years of parks experience. Candidates must have a valid Washington State driver's license by time of hire. A licensed Professional Civil Engineer is preferred.

### Necessary Knowledge, Skills and Abilities:

- Familiar with technologically complex parks and public works operational systems. Understands the use of computer operated control systems and how to employ them in public works operations.
- Knowledge of the planning, organization, & direction of a comprehensive parks and public works function, including the principles of landscape design & maintenance.
- Knowledge of municipal government procedures, budget preparation, & control.
- An understanding of the methods and practices of delivering results, building accountability for staff, and creating a positive working environment, characterized by teamwork and innovation.
- Knowledge of the principles of supervision, training and performance evaluation, and the ability to lead, coach, and mentor.
- Extensive knowledge of state and local laws and procedures relevant to municipal parks and public works, municipal government administration and the role of parks and public works in administration, and municipal utilities & parks.
- Knowledge of the operational characteristics of water and wastewater treatment and storm drainage systems, along with public works theory, procedures, and practices of Civil engineering as it pertains to the design, construction, maintenance of municipal parks and public works, and grant programs.
- Skill with modern office computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Ability to be a team builder who can set clear expectations for staff and develop an atmosphere of trust and support where employees are encouraged to try new approaches and solutions to issues.

- Experience delegating appropriately to subordinates with clear expectations and boundaries and sustaining excellent interdepartmental collaboration.
- Strong leadership skills, and the ability to communicate a sense of vision, backed by specific goals and objectives and a plan to achieve these goals.
- Experience assigning work, and generating management level reports, narratives, and proposals.
- Skill in preparing and administering large and complex budgets.
- Ability to interpret and apply applicable Federal, State and local policies, laws and regulations firmly, tactfully and impartially.
- Ability to communicate clearly and concisely, both orally and in writing, and make decisions in a timely manner.



## COMPENSATION & BENEFITS

- **\$144,336 - \$160,368 DOQ**
- 100% Paid Premiums for Medical, Dental, Orthodontia, and Vision Insurance Coverage for Employee and Dependents
- 100% Paid Life Insurance for Employee
- Membership in Public Employees' Retirement System (PERS)
- Deferred Compensation Plan-Up to \$200 per month match by City
- Compensatory time is accrued hour for hour with a maximum cap annually
- Employee Assistance Program (EAP)
- Vacation Leave-Accrual starts at 6.67 hours monthly (equivalent of 80 hours annually), increases with longevity
- Sick Leave-Accrual is 8 hours monthly
- Twelve (12) Paid Holidays per Year (includes two (2) Floating Holidays)
- Family & Medical Leave
- Pay for Performance (PFP) eligible after one full year at Salary Step C

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



Please Visit:  
[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

The City of Snoqualmie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 13, 2019** (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](http://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](http://www.prothman.com)

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