



CITY ADMINISTRATOR

\$90,548 - \$108,119

Plus Excellent Benefits

Apply by

July 25, 2021

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located just off U.S. Highway 395 in sunny southeastern Washington, historic Connell is a vibrant rural community that embodies the best of small-town America. With a population of 5,500, this progressive community offers a quality of life that is rare today.

Connell is known as a place where people know their neighbors, where no one is a stranger, and where the whole community comes out to support the local schools & athletic programs. The community takes special pride in the number of parks facilities it has and the care that is lavished upon them. City athletic fields range from general purpose open space to soccer and baseball fields. Whether you are into rock hunting or antiquing, biking or taking in a movie, this town has it all. Other attractions include the Connell Heritage Museum, the North Franklin Fall Festival and livestock show the Spring Fling, and the Harvest Festival to name just a few.



Established in 1883 as a railroad stop called Palouse Junction, the community later became known as Connell, named after Northern Pacific Station Agent, Joseph Connell. Officially incorporated in 1910, the primary industrial base of Connell is food processing, agricultural chemicals and minimum and medium security correction facilities.

Connell has grown significantly in population during the last ten years and is well-positioned to take advantage of opportunities for additional growth well into the future. There is also a broad choice of housing styles and prices for residents, and a new housing development is currently underway.

The community is home to the North Franklin School District, which offers a High School, Alternative High School, Junior High, Elementary School and Administration offices. Franklin County also has transportation facilities in the community.

THE CITY

The City of Connell is a non-charter code city with a Mayor/Council form of government. Mayor Lee Barrow is the Chief Executive Officer of the City.

The five-member Council is responsible for all legislative actions and policy making for the City and are elected to staggered 4-year terms. The city operates with seven departments including administration, city clerk/treasurer, building services, public works, parks & recreation, police, and fire, on a 2021 total budget of \$16,587,075 with 22 full-time employees.

THE POSITION

Under the direction of the Mayor, the City Administrator plans, organizes, controls, and directs the operations of the City, providing support for the City Council, providing direction and vision for the organization, and representing the City internally and externally as its chief executive officer when designated. The Administrator also provides overall leadership and direction to the entire City government, implementing the policies of the Mayor and the City Council.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Upgrading, maintaining, and replacing aging water lines and sewer has been high priority for the city and the public works director. This will continue to be a priority for the city.
2. The Administrator will continue maintenance of city streets and alleys, and search for additionally available funding opportunities.
3. It will be a priority for the City Administrator to create job opportunities by promoting Connell's industrial area. This area is approximately 30 acres East of Connell and has easy access to Hwy 395.
4. The city pool has reached the end of its life cycle and needs to be replaced. While this is not a vital priority for the city, it is a hot topic for the community.
5. There is a lack of rental opportunities in the community for working families. Connell has enjoyed an abundance of residential home building projects, although has lacked the building of multi-family rental units.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in public administration, business management, or related field, and five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies is required.

A master's degree in public administration is desired. Only three (3) years of experience is required with a master's degree in Public Administration. Candidates must have a valid Washington State Driver's license, be able to successfully pass a modified background investigation, and be bondable.

The ideal candidate will understand small cities and will display excellent work ethic and professionalism. This person will be an excellent communicator, will have solid writing skills and have a sense of humor. The candidate will be involved in the community and enjoy working in a small town. The person will foster a positive work atmosphere in city hall and will be respectful of staff. The candidate will need to establish an excellent day to day working relationship with the mayor and will also endeavor to keep the city council informed on city functions.

Necessary Knowledge, Skills & Abilities:

- This position requires an in-depth, professional understanding of municipal organization, operations, policies, and objectives, principles and practices of administration supervision and training, and general municipal and public employment laws and codes.
- An understanding of budget preparation and control, personnel management policies and procedures, laws, requirements, and regulations related to assigned activities, negotiation and public speaking techniques, and labor/management relations.
- Experience operating office computer software including word processing, spreadsheet, database, and presentation programs
- An understanding of long-range capital project and organizational planning, and the principles and practices of project management.
- Ability to effectively communicate orally and in writing, and deliver presentations and reports in a public forum and to city officials.
- Ability to gather, interpret, and understand a variety of documents such as city regulations, policy and procedure manuals, and instruction.
- Experience making critical and high-impact decisions, and directing, organizing, and coordinating multiple projects and activities.
- Ability to resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.

COMPENSATION & BENEFITS

- **\$90,548 - \$108,119 DOQ**
- Medical, Dental, and Vision Insurance
- Life Insurance via AWC
- Washington PERS
- 11 Paid Holidays
- 96 Hours of Sick Leave
- 96 Hours of Vacation

Please visit:
www.cityofconnell.com



The City of Connell is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 25, 2021** (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 "**Open Recruitments**", select "**City of Connell, WA – City Administrator**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

www.prothman.com

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