



Washington

CITY MANAGER

\$174,696 - \$213,516

Plus Excellent Benefits

Apply by

January 9, 2022

(First Review, Open Until Filled)



SPOKANE VALLEY, WASHINGTON



Located on the eastern border of the State in the heart of the Inland Northwest, Spokane Valley is the 9th largest city in Washington State with a current population of 104,500. The city

prides itself on quality neighborhoods and schools along with strong business and retail centers. The incorporated area of Spokane Valley encompasses approximately 38.5 square miles of land area, with room for residential, commercial and industrial expansion.

Within the incorporated city limits, there are 457 centerline miles of roadway. Spokane Valley has an extensive retail tax base and is home to several major auto dealerships and the Spokane Valley Mall, which includes over 700,000 square feet of gross leasable floor area. There are in excess of 12,100 businesses registered to operate in Spokane Valley as of November 2021, and there were \$2.9 billion of taxable retail sales in 2020.

The City of Spokane Valley is also home to three major public facilities including CenterPlace Regional Event Center, Avista Stadium - home to the Spokane Indians baseball team, and Spokane County Fair and Expo Center, where residents and visitors can enjoy a variety of great events. CenterPlace at Mirabeau Point in Spokane Valley is a 54,000-square-foot regional and community gathering facility. In addition to a great room/banquet facility, numerous meeting rooms, multi-purpose rooms and a high-tech lecture hall, it houses the Spokane Valley Senior Center.



CenterPlace combines with the recently completed Mirabeau Meadows Park and Mirabeau Springs to form a regional conference and cultural center serving Northeast Washington, Northern Idaho and Western Montana.

Spokane Valley is a community comprised of friendly, hardworking people who reflect the pioneering spirit that has led to the City's success. Friendly people, natural surroundings and beautiful weather are part of what make Spokane Valley a favorite destination for visitors from all over the world. With all four seasons represented, the region has an abundance of recreational activities including five distinct ski resorts within one and one-half hours' drive, 75 lakes within an hour's drive, many hiking and biking trails and abundant golfing opportunities to enjoy.



Other community amenities include eleven city parks, three city pools, seven miles of the Centennial Trail, and five miles of the Appleway Trail. The Spokane Centennial Trail encompasses an impressive 37 miles of paved path running along the Spokane River from the Idaho state line (3 miles from the City's border) to Nine Mile Falls, west of the City of Spokane (which borders the City of Spokane Valley to the west). The trail is designed for walking, biking or in-line skating, and even horseback riding in designated areas, allowing for all to simply enjoy the natural beauty of the area.

THE CITY & POSITION

The City operates under a Council-Manager form of government. The seven-member City Council is elected at large, and members serve staggered four-year terms. The City Council elects a Mayor from the Council to serve two-year terms. The City employs approximately 101.25 FTEs and has a 2022 budget of \$107.9M including operating and capital across all funds. The City's General fund budget is \$54 million. Spokane Valley serves its citizens from nine departments including: City Attorney, City Clerk, City Manager, Community and Public Works, Finance, Human Resources, Parks & Recreation, Public Safety, and Solid Waste.

The City Manager is appointed by the City Council and serves under contract. The City Manager is the chief executive officer for the City, supervises all department directors, and is responsible for their day-to-day direction. The City Manager is responsible for supervising the City's administrative and day-to-day activities and is directly accountable to the City Council for the execution of the City Council's policy directives. To view the full responsibilities of the position, please view the attachment found [here](#).

THE IDEAL CANDIDATE

The City is seeking a City Manager who has excellent communication skills, both written and oral. This person will be noted for establishing a variety of communication methods tailored to each Councilmember designed to keep both the individual and full Council briefed on all important issues facing the community. The candidate must operate under the doctrine of "no surprises" and will have the emotional intelligence to build trust with each Councilmember and the ability to work with all members of the community. Additionally, the successful candidate must be able to understand and facilitate Council direction and then be able to work with senior staff to accomplish Council's goals and policy direction. The new City Manager will ideally have experience in working in an organization that contracts for services with both public and private partners and supports this model of governance. This person will be recognized as a skilled public sector manager who empowers employees and creates a positive, productive work atmosphere and has a reputation for managing high performance organizations.



The ideal candidate will have demonstrated experience in developing and managing public sector budgets, will bring respected analytical skills in understanding budget implications when considering new initiatives and will offer conservative views when considering public expenditures. This person will have previous experience in developing and implementing annual business plans for departments that are tied to the budget and to Council's goals. The candidate must also have previous experience in assisting and facilitating boards in developing strategic initiatives and annual goals.

The City Council is seeking a City Manager who is active in the community, and along with the Mayor and Councilmembers, represents the City at community events and with community organizations. This person must be approachable and will have excellent interpersonal skills. An ideal candidate will bring the ability to work with residents who may support City initiatives but also with those who may be critical or offer differing viewpoints.



EDUCATION & EXPERIENCE

Graduation from an accredited four-year college/university with a degree in public administration, political science, business management or a closely related field is desired. The City Manager shall be chosen by the Council solely on the basis of the candidate's executive and administrative qualifications, with special reference to the candidate's actual experience in, or knowledge of accepted practices with respect to the duties of one's office. An MPA/MBA and ICMA credential is preferred. Candidates working towards an MPA/MBA and/or ICMA accreditation is considered advantageous. Experience may be considered in lieu of education. Candidates shall be bondable and have a valid Washington Driver's license or the ability to obtain one within one-month of the start of employment.

Necessary Knowledge, Skills & Abilities:

- Substantial knowledge of policies and practices of municipal public administration; working knowledge of municipal operating and capital budgets, finance, administrative law, human resources, public works, public safety, and community and economic development, including land use, and knowledge of Open Public Meetings Act requirements. Demonstrated ability to learn complex administrative procedures such as those found in municipal government.
- The ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City elected officials and the public; ability to efficiently and effectively administer a municipal government.
- Skill in preparing, administering and directing the implementation of multi-department budgets, administering municipal programs; skill in operating the listed tools and equipment.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. This position requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- The ability to positively and professionally represent the City and its core values.

COMPENSATION & BENEFITS

- **\$174,696 - \$213,516 DOQ**
- Excellent Medical, Dental and Vision Insurance
- 11 Paid Holidays
- Vacation & Sick Leave
- Group Life and LTD Insurance
- FICA Replacement Program
- Washington PERS
- 401(a) Contributions
- 457(k) Deferred Compensation

Please visit:
www.spokanevalley.org

The City of Spokane Valley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 9, 2022** (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 Spokane Valley, WA – City Manager", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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