



ASSISTANT CITY MANAGER

Starting Salary Range:

\$122,512 - \$135,241

Plus Excellent Benefits

Apply by
July 25, 2022
(open until filled)

PROTHMAN



MOSES LAKE, WASHINGTON

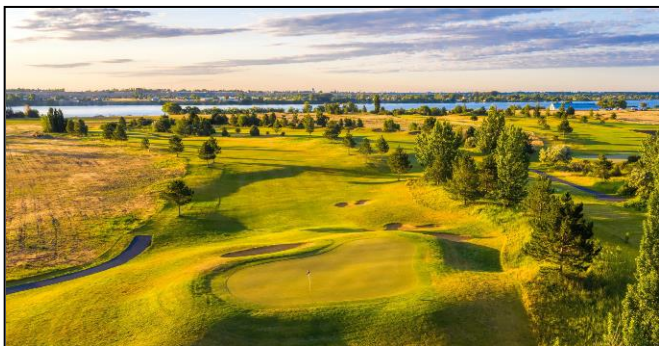


Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane on Highway 1-90

between fields of agriculture, freshwater lakes and popular recreational destinations. The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races. Moses Lake is situated in central Washington State in an outdoor recreation mecca. Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state.

The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. The water park is open from Memorial Day through Labor Day, and the main features are the 200-foot water slides, the lazy river, the surfing simulator, the beach and bay swimming area, and sand volleyball courts.

Moses Lake is host to several festivals and other community events throughout the year, such as tournament league baseball, Moses Lake Rodeo Roundup, and the Moses Lake Spring Festival. Held over Memorial Day weekend, this festival kicks off the summer tourist season. Entertainment includes live music performances, a Kiddie Parade, a Grand Moonlight Parade, carnival-style rides and games, a car show and a basketball tournament. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.



Moses Lake's history is rooted in its place in aviation history as the city grew up around the former Larson Airforce Base which is now the Grant County International Airport. Moses Lake also has a backbone economic base in agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry.

Manufacturing and technology have become important to the local economy as several companies have moved to the area, including Aerotec, REC and Chemi-con, complementing the Boeing presence at the Port of Moses Lake/Grant County International Airport.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. The airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world.

The Moses Lake School District has ten elementary schools, three middle schools, one high school, the Real World Academy (a "maker's" high school) in development and a technical skills center, which together offer a high quality of teaching and many extra-curricular activities to its students. Moses Lake is also home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year. Recent investments in the BBCC campus and its programs make it one of the top community colleges in the state.

Moses Lake has a growing arts and culture scene fueled by Columbia Basin Allied Arts based at Big Bend Community College, the Moses Lake Museum and Arts Center, and designs on a revitalized downtown/creative district.

THE CITY

The City of Moses Lake was incorporated in 1938. Its current population is estimated at 25,146 and it is the largest city in Grant County. Moses Lake has a council-manager form of government. Seven council members are elected by the voters and represent the entire community and the Mayor is elected by the council members. The City Manager is appointed by the City Council. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

City departments include: Administration, Finance, Community Development, Municipal Services (includes Public Works and Engineering), Parks & Recreation, Police, Fire, Human Resources, Municipal Court and Utilities (includes water, sewer, storm water, garbage and ambulance). Moses Lake's budget for 2022 is \$83,623,444 with a General Fund of \$30,949,916. The City employs 232 regular FTE's and over 200 seasonal workers. The City of Moses Lake Civic Center opened its doors in January 2012. The building includes City Administration, Finance, Utilities, and the Moses Lake Museum & Art Center. Facilities available for public use in the Civic Center are the Civic Center Auditorium, Council Chambers, and the Avenue. The Avenue is designed to provide a social gathering place for before/after meetings, events, and art shows. The Civic Center is located at the nine-acre Civic Center Park which includes an open park area, picnic tables, the WSU Grant/Adams Master Gardeners Drought-Tolerant Demonstration Garden area, the Civic Center Annex (former City Hall), the Moses Lake Public Library, and the Chamber of Commerce building.

The Moses Lake Parks & Recreation Department operates an extensive park system that features numerous recreational sites and programs. Facilities include the Surf 'n Slide Water Park, the Moses Lake Museum & Art Center, Cascade Campground, boat launches, playing fields, picnic shelters, an ice rink, a roller-skating rink, a recreation center, an athletic complex, a remote control track, a skate park, and the Centennial Amphitheater. The amphitheater features a casual grassy bowl seating area and spectators enjoy the view, performances and shows with the lake serving as a beautiful backdrop.

THE POSITION

Under the direction of the City Manager, the Assistant City Manager plans, organizes, and implements policies, programs, projects, and other activities on behalf of the City Manager. The Assistant represents the City Manager and the City's interests with other levels and agencies of government, business, and the community at large. The Assistant City Manager leads and/or participates in research and other activities that contribute to short and long-range business plans for the City. The Assistant also may direct the activities of one or more of the City's departments or divisions in the absence of the department or division director and serve as acting City Manager in the absence of the City Manager. For a full job description, please view the attachment found [here](#).



IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree in public administration, business, or a related field, and five (5) years of responsible managerial or department director experience in a municipal or other government setting is required. Experience sufficient to thoroughly understand the diverse objectives and functions of the City in order to direct and coordinate work within the City on behalf of the City Manager, usually interpreted to require three (3) or more years of related local government experience, with a preference for Washington State experience is preferred. Candidates must have possession of, or the ability to obtain, a valid Washington driver's license by time of hire.

Any equivalent combination of education, experience, and training which provides sufficient knowledge to competently perform the duties and responsibilities of this position will be considered.

Necessary Knowledge, Skills & Abilities:

- Professional-level knowledge of municipal government and practices of public administration and organization, and an advanced knowledge of policy development processes.
- The ability to operate within the confines of Washington State Law and the Growth Management Act.
- Knowledge of current social, political, and economic trends and operating issues of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration.
- Knowledge of the principles and practices of organization development and process improvement.
- Specialized knowledge of research and reporting methods, techniques, and procedures.
- Advanced knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Knowledge of the principles of leadership, supervision, training, and performance evaluation.
- Well-developed human relations, leadership, and political skills to make public presentations, facilitate group processes, establish performance standards, build effective teams, conduct negotiations, and an understanding and sensitivity with diverse communities.

COMPENSATION & BENEFITS

- **Starting Salary Range: \$122,512 - \$135,241**
- Medical / Dental / Orthodontia / Vision.
- Life insurance.
- Long-term disability insurance.
- 12 days of vacation, increasing with longevity.
- Sick leave.
- 11 paid holidays plus 1 floating holiday.
- Washington PERS.
- Employee Assistance Program.
- Optional deferred compensation with 2% company match of base earnings.

**For more information on the
City of Moses Lake, please visit:**

www.cityofml.com



The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 25, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to www.prothman.com, click on “Open Recruitments” select “City of Moses Lake, WA – Assistant City Manager” and click “Apply Online” or click [here](#).

PROTHMAN

www.prothman.com

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