



## CITY OF TOPPENISH



*"Where the West Still Lives"*

**Washington**

# ADMINISTRATIVE SERVICES DIRECTOR

## \$87,798 - \$114,132

*Plus Excellent Benefits*

*Apply by*

**August 14, 2022**

*(First Review, Open Until Filled)*

**PROTHMAN**



## TOPPENISH, WASHINGTON



Incorporated in 1907, the City of Toppenish is located in the agricultural center of the Yakima Valley, located approximately 20 miles south along I-82 from the greater Yakima metropolitan area. Home to 8,854 residents, Toppenish is culturally diverse with a Hispanic population of 75%. A premier place to live, work and play, Toppenish offers a temperate climate, a low cost of living, and a strong sense of community.

Separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River, a stretch of farmland and rolling hills, the Yakima Valley region has been the cultural, business, educational, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. Toppenish has preserved its beginnings as a rugged western town through restoration and beautification efforts that make it a popular tourist attraction today. Efforts include 76 historically related murals about Toppenish painted throughout the city, which has led Toppenish to be known as the “City of Murals”. Toppenish is also home to three unique museums including the American Hop Museum - the only one of its kind in the entire country; the Yakima Valley Rail & Steam Museum inside the beautifully restored Toppenish Depot; and the Yakama Nation Cultural Center, which boasts one of the finest Native American displays in the country.

Sitting amid productive agricultural fields, orchards, vineyards, and hop yards, Toppenish enjoys easy access to the Yakima River where residents and visitors enjoy fishing, boating, rafting, picnicking, and much more. With warm summers, cool winters, and four distinct but mild seasons, Toppenish boasts 300 days of sunshine per year. The region offers top-quality golf courses including the Mount Adams and Apple Tree Golf Courses along with public golfing at Sun Tides Golf Course, and two community golf courses, Westwood, and Fisher Golf Courses. The Yakima Valley is also well known throughout the State as the heart of the Northwest craft beverage scene, and also offers award-winning wines and wine country tours.

For those looking to explore beyond Toppenish, the Yakima Regional Airport is an easy 20-minute drive away. In addition, Seattle, Spokane, and Portland are each roughly two and a half hours away, and a 60-minute drive from Toppenish will bring you to the foot of two spectacular mountain passes, White Pass and Chinook Pass.

The Toppenish School District has an award-winning and progressive curriculum and has just built a new gymnasium, football stadium, greenhouse as well as remodeling a portion of the high school and elementary school.

## THE CITY

The City of Toppenish operates under the Council-Manager form of government. The City’s seven Councilmembers, elected to staggered 4-year terms, hire the City Manager who serves as the chief executive officer for the City. Councilmembers select a Mayor from among the council body to serve as the Mayor for a 2-year term. The City Manager sees that all policies set by the City Council are carried out, hires personnel, enforces city laws, prepares the annual budget, and supervises the City’s daily operations. The City operates with 54 FTEs from five departments including Executive, Fire, Police, Public Works, and Administrative Services on a 2022 budget of \$31 million.



## THE DEPARTMENT & POSITION

The Administrative Services Department serves as the first point of contact for the city and is responsible for all finance functions including customer service, accounts payable, accounts receivable, utility billing, and payroll. The Department operates with 5 FTEs on a 2022 budget of \$1.1M.

Under the limited supervision of the City Manager, the Administrative Services Director exercises a high degree of initiative, independence, professional expertise and supervisory skills in management, administration and supervision of all the city's financial and accounting functions, property/liability insurance, risk management, strategic financial planning, capital assets, grant administration, and (contracted) municipal court. The Administrative Services Director manages the daily activities and responsibilities assigned by the City Manager, making independent decisions on operational issues, managing, and evaluating the effectiveness of technical operations, monitoring implementation of the City budget, coordinating special projects and activities for departments, and ensuring that the City's programs are implemented in a manner consistent with the City goals.

For a full job description and to view the essential functions of this position, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. Within the next 1-2 years, Toppenish will be implementing a new city-wide financial management system. Experience managing this type of system migration would be helpful.
2. As with many organizations, employee retention will be a priority.

## IDEAL CANDIDATE

### Education & Experience:

Any combination equivalent to a bachelor's degree from an accredited college or university with major coursework in Finance or Accounting, Public Administration, Business Administration, or a closely related field, and five (5) years of increasingly responsible experience in municipal government including two (2) years of administrative and supervisory responsibility. The selected candidate must possess or have the ability to obtain a valid State of Washington Driver's License.

Any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills, and abilities will be considered.

### Necessary Knowledge, Skills & Abilities:

- Extensive knowledge of governmental accounting theory, principles, and practices; public finance and fiscal planning; federal and state funding sources and requirements.
- Knowledge of budgetary and computerized financial reporting systems, payroll, accounts payable, accounts receivable and billing functions.
- Knowledge of local, state, and federal laws as they pertain to treasury management, budgeting, investment, and debt administration.
- Knowledge of principles and practices of a wide variety of line and staff municipal functions including, but not limited to finance, budgeting, procurement, legal, personnel and labor relations, city clerk, information technology and municipal court.
- Knowledge of generally accepted accounting principles and practices (GAAP) and Washington State BARS Manual.
- Skill in preparing and updating short- and long-range strategic plans to ensure the department's contribution to the city's overall plans and strategies; identify the department's future direction in response to changing city and community needs and to develop and implement action steps.

## COMPENSATION & BENEFITS

Toppenish offers a competitive compensation and benefit package:

- **\$87,798 - \$114,132 DOQ**
- AWC Medical, Dental and Vision
- \$20,000 Life Insurance Policy
- 11 Holidays and 1 Floating Holiday
- 16.67 Vacation Hours Monthly Accrual
- 40 Hours Vacation Cash Out Annually
- 12 Sick Days Per Year
- 2% Deferred Compensation Match
- Longevity Pay
- Washington PERS Retirement
- Optional Deferred Compensation Plan

To learn more about the  
City of Toppenish, please visit:

[www.cityoftoppenish.us](http://www.cityoftoppenish.us)

**CITY OF TOPPENISH**



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The City of Toppenish is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 14, 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](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Toppenish, WA – Administrative Services Director**", and click "**Apply Online**", or click [here](#).

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

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