



CITY MANAGER

\$165,000 - \$179,000

Plus Excellent Benefits

Apply by

February 25, 2024

First Review, Open Until Filled

PROTHMAN



THE COMMUNITY



Located along Western Washington's I-5 corridor midway between Seattle and Portland, Chehalis is a close-knit community where historic charm, character, and a rich heritage are preserved and cherished. The region is

brimming with interesting and unique businesses and attractions and boasts three districts on the National Register of Historic Places. Residents have quick and easy access to many cultural activities, fairs, concerts, and a wide assortment of annual events. From its start as a pioneer logging, milling and agricultural community to today's mix of residential, retail, light industrial and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support.



Housing in the Chehalis area includes options ranging from new construction to renovated historic homes. In addition, acreage is readily available in the immediate area with scenic timber and farmlands giving way to spectacular views of snow-capped mountains.

The area offers unparalleled scenic locations and outdoor opportunities, including nearby Mt. St. Helens, Mt. Rainier, and the beautiful Pacific Ocean. Just a short drive away, residents and visitors can ski and snowmobile at White Pass, water ski on 23-mile long Riffe Lake, fish for record-size salmon and steelhead on the Cowlitz River or play a round of golf on one of several area courses.



Chehalis has over 300 acres of parks with exceptionally popular recreation programs. Over the last ten years the City has renovated the major components of Recreation Park, its most active facility. In 2014 the renovated Gail and Carolyn Shaw Aquatics Center opened to thousands of eager attendees thanks to the incredible financial support and dedication of area civic groups, individuals, and businesses. This effort led to the City's renovation of the rest of the Park, which included major improvements to the City's Sports Complex and Penny Playground which were completed in 2021. Now, the Park attracts hundreds of residents and visitors daily to enjoy athletic competitions, walks, musical performances, and the incredibly popular all-new Penny Playground, which offers inclusive play equipment for kids of all abilities. The \$4 million dollar project was made possible because of the City's unique partnership with the non-profit Chehalis Foundation, which raised more than \$1 million. Those donations helped the City secure the state and federal grants needed to fill the remaining funding gaps. Recreation Park stands as testament to the continuing support and generosity of the Chehalis community.

The City also has a very positive working relationship with the Chehalis School District. The District serves 2,600 students with comprehensive and challenging academic and extra-curricular programs. The District has a national reputation for excellence, consistently providing students with a solid foundation for advanced education and trades. Recent additions to the Chehalis School District include two new elementary school buildings and the addition of a state-of-the-art STEM center at its high school, WF West. Centralia College is nearby, offering over 50 academic and transfer programs, including several accredited Bachelor of Applied Science programs.

THE CITY

The City of Chehalis operates under a Council-Manager form of government with seven councilors. Four of the Councilors are elected by district and three are elected at-large. The Councilors serve staggered 4-year terms, and the Mayor is chosen biennially by the Council. Chehalis is a full-service city with 11 departments, including Airport, Building and Planning, City Clerk, City Manager, Finance, Fire, Human Resources, Municipal Court, Parks and Recreation, Police, and Public Works, along with a contracted City Attorney. There are four bargaining groups, including the Chehalis Police Officer's Guild, IAFF 2510 for Firefighters, and two Teamsters 252 Unions for non-uniformed and non-commissioned staff. The current collective bargaining agreements expire on December 31, 2025. The City had a 2023 budget of \$36,255,773, with 111 FTEs. During the summer months, around 30 part-time seasonal workers support Public Works, Parks and Recreation, and the aquatics center.

THE POSITION

Working under the policy guidance and direction of the City Council, the City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. This position is responsible for planning, directing, managing, and reviewing all activities and operations of the city. This includes coordinates programs, services, and activities among city departments and outside agencies, ensuring the financial integrity of the organization, representing the city's interests, and providing highly responsible and complex policy advice and administrative support to the Mayor and City Council. To view a full job description please view the attachment found [here](#) or visit www.prothman.com.



OPPORTUNITIES & CHALLENGES

1. After a long history of stable staff, Chehalis is undergoing a generational transformation as long-time staff have stepped away from their careers and numerous career opportunities have become available for new and existing employees. Staff recruitment, development, and retention of both senior leadership and line employees brings an opportunity for the new City Manager to recraft the culture and design of service delivery in the city.
2. The incoming City Manager will need to work with the City Council to set goals and priorities through strategic planning. The City Manager is expected to then translate these into actionable plans, ensuring staff meets essential milestones. This process can help determine the timing of key development areas and infrastructure extensions, along with the adoption of development standards that match the community's vision. Leadership by the incoming City Manager will be key to assigning appropriate resources and keeping the local economy moving in the correct direction.
3. Development opportunities are lining up in Chehalis. Given its attractive location and other assets, numerous developments are underway or seeking approvals from the city. This includes property in the City's Urban Growth Area and on the municipality's airport property. These projects have stretched staff resources and are pushing the limits of the City's infrastructure.
4. Water systems and other infrastructure components are due for replacement. While utility fees have been flat for an extended period, the cost of system replacement needs to be factored into the rates. As well, grants and external funding opportunities need to be identified and secured to assure system reliability and capacity for near term growth.

THE IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public administration, business administration, political science, or a related field, and eight (8) years of experience in municipal management, including at least four (4) years as an assistant city manager, department head, or equivalent with supervisory responsibilities; and evidence of ongoing professional training and contacts, or an equivalent combination of education and experience is required. A master's degree in a related field is desired. Candidates must have no felony convictions or disqualifying criminal history, be bondable, and have possession of a valid Washington State driver's license, or ability to obtain one by start of employment and with no record of suspension or revocation in any state.

Necessary Knowledge, Skills & Abilities:

- Experience in working in/with local government.
- Experience working with both career and entry level staff, while managing and mentoring a team.
- Municipal financial management experience in scale with the city's current budget.
- Experience working with a City Council or Board of Directors to build achievable goals that will take the agency to the next level of service.
- Knowledge and experience of completing economic development projects that produce living wage jobs and economic multipliers.
- Political acumen and sensitivity to be effective within a broad range of interests with success in the realm of community politics.
- Exceptional written and oral communication skills to clearly communicate the strategic vision to the community and staff in a concise manner.

- A track record for delivering results, building accountability for staff at all levels, and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the city.
- Demonstrated leadership in mentoring and motivating employees with an open door, with an ability to quickly relate to people.
- Clear ethics and integrity.

COMPENSATION & BENEFITS

- **\$165,000 - \$179,000 DOQ**
- Medical, Dental, and Vision Insurance
- Washington PERS
- Employee Assistance Program (EAP)
- Employer-funded Life Insurance Policy
- Employee AD&D Policy
- Deferred Compensation Programs (optional, employee funded)
- Generous Vacation
- 12 Days Sick Leave (8 Hours per Month)
- 10 Paid Holidays, plus 1 Floating Holiday

For more information on the community and City of Chehalis, please visit:

www.ci.chehalis.wa.us

www.experiencechehalis.com

The City of Chehalis is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 25, 2024** (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 Chehalis, WA – City Manager" and click "Apply Online," 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