

CITY ADMINISTRATOR

\$141,768 - \$172,320

Plus Excellent Benefits

Apply by

June 29, 2025

(First Review, Open Until Filled)

PROTHMAN

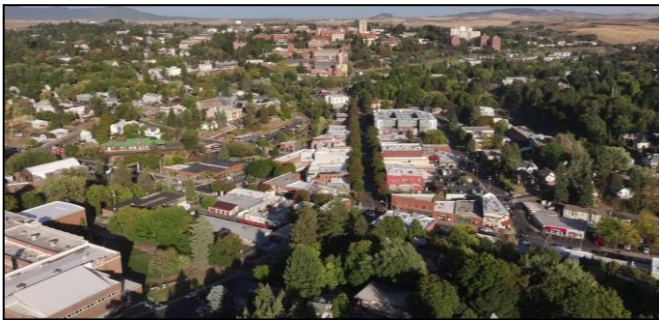


THE COMMUNITY



Located in the heart of eastern Washington's Palouse region, the City of Pullman is a thriving community of nearly 33,000 residents known for its strong sense of community, academic vitality, and exceptional quality of life. With a low crime rate, a lower-than-average cost of living, and the benefits of a less-dense population, Pullman offers a welcoming environment for families, professionals, and students alike.

Pullman is well-known as the home of Washington State University (WSU), a prestigious land-grant research institution that serves as the city's cultural, educational, and economic cornerstone. WSU enriches the region through Division I athletics, most notably Cougar football at Martin Stadium and basketball at Beasley Coliseum, along with track and field, soccer, baseball, and volleyball events.



In addition to WSU, Pullman's economy is bolstered by Schweitzer Engineering Laboratories (SEL), the second-largest employer in the county and a global leader in power systems protection and technology. SEL's presence draws talent from around the world and illustrates Pullman's spirit of innovation.

Pullman's walkable and inviting downtown is filled with locally owned bookstores, boutiques, coffee shops, and restaurants offering everything from Thai and Indian to Italian, Mexican, sushi, and American fare. Larger retailers and essential services are available at the Wheatland Mall and nearby shopping centers. The Pullman Chamber of Commerce plays an active role in supporting local businesses and promoting economic development.

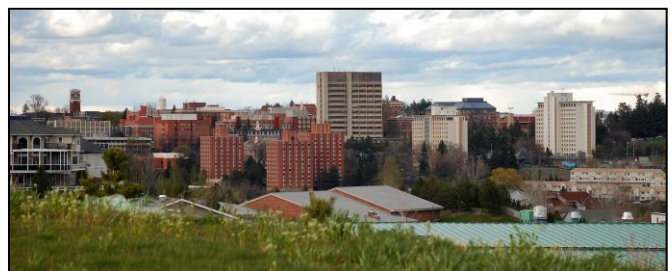


The Pullman School District is recognized statewide for its academic excellence and commitment to student success, while Pullman Regional Hospital provides high-quality healthcare to the community with advanced medical services and a strong focus on patient care.

For those looking to get outdoors, residents and visitors enjoy hiking the forested trails of Kamiak Butte, exploring Klemgard Park's shaded picnic loops, and boating, fishing, or camping at Boyer Park & Marina on the Snake River. Anglers also frequent Rock Lake and Pampa Pond, while cyclists and runners appreciate the scenic Bill Chipman Palouse Trail connecting Pullman to neighboring Moscow, Idaho. Seasonal activities such as hunting, wildlife viewing, and huckleberry picking are also popular across the region.

Just a 15-minute drive east of the city, the community of Moscow, Idaho expands the region's cultural and recreational offerings. Home to the University of Idaho, Moscow hosts concerts, farmers markets, exhibitions, and events like Rendezvous in the Park and the Lionel Hampton Jazz Festival, while nearby Moscow Mountain offers extensive trails for hiking, biking, and trail running.

With excellent public institutions, a strong local economy, rich culture, and abundant recreational opportunities, Pullman stands as a premier place to live, work, and explore in the Inland Northwest.



THE CITY

The City of Pullman operates under a Mayor-Council form of government, with a 2025 budget of \$96.7 million and over 400 employees. The elected Mayor and elected seven-member Council, each serve four-year terms.

The City has seven departments, including Finance and Administration, Police, Fire, Parks and Recreation, Library, Community Development, and Public Works. The Finance and Administration Department's divisions include Finance & Accounting, Grants Management, Communications, IT, and Human Resources. The Public Works Department divisions include Engineering, Transit, Equipment Rental/Mechanics, Maintenance, Water Operations, and Wastewater Treatment.

The City has seven union groups representing a variety of employee classifications including fire department personnel and reserves, police staff and support personnel, transit workers, public works maintenance crews, and library employees.

THE POSITION

Working under the direction of the elected Mayor, the City Administrator serves as the City's chief appointed administrative officer, overseeing all departments. This role involves supervising department heads, managing city programs, developing policy proposals, and ensuring accurate, high-quality staff reports for City Council decision-making.

The City Administrator is responsible for planning and administering the City's operating and capital budgets in collaboration with the Mayor and Finance Director, and plays an active role in labor relations and contract negotiations. The position requires strong communication, leadership, and problem-solving skills in a team-oriented environment and operates with significant independence.

The City Administrator will act as a key liaison to the public, community groups, major employers, and partner agencies. This position also contributes to economic development, represents the City at public meetings and events, and fosters a professional, collaborative workplace culture.

To review the full responsibilities of this position, please view the job description [here](#).

OPPORTUNITIES & PRIORITIES

Fiscal Management: The City Administrator will oversee Pullman's \$96.7 million 2025 budget, and ensure sound fiscal management and alignment with strategic priorities. This includes leading performance-based budgeting, long-term financial planning, and efficient resource allocation. Experience in capital planning, economic development funding, and financial oversight across multiple departments will be a key to success.

Staff Support and Development: With more than 400 employees and seven labor groups, Pullman seeks a leader who can support, motivate, and develop staff across all levels. The Administrator must foster collaboration, maintain strong labor relations, and promote a positive, accountable work environment through clear communication and consistent leadership.

Community Engagement & Collaboration: Pullman values a leader who is present and engaged in the community. The Administrator must build trust with residents, attend public events, and collaborate with Washington State University and other partners to support shared goals and maintain strong community ties.

Attitude of "Getting to Yes": The City seeks a leader with a practical, solutions-oriented mindset. The Administrator must balance policy and flexibility to help residents, businesses, and staff find paths forward, encouraging a service culture that emphasizes responsiveness and creativity.

Project Management: Pullman has numerous active capital and departmental initiatives. The Administrator must coordinate planning and execution, manage competing priorities, and ensure projects are completed efficiently. Strong oversight, strategic thinking, and cross-departmental coordination will be a key to success.



THE IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in political science, public administration, or a related area, and four (4) years of experience in municipal government administration as a City Manager or City Administrator, assistant City Manager or City Administrator; or department manager is required. A master's degree in a relevant field is preferred.

Candidates may substitute major course work at the graduate level in public administration for up to two (2) years of the required experience.

Any equivalent combination of education, experience and training that allows a candidate to successfully perform the essential duties of this position will be considered.



Necessary Knowledge, Skills, and Abilities:

- The proven ability to lead, motivate, and coach staff while fostering a collaborative and productive work environment.
- A strong internal focus with a clear understanding of the role's scope, ensuring effective support and guidance across departments.
- Exceptional interpersonal and communication skills with the ability to build trust, establish rapport, and function as a team player.
- Solid fiscal and budget management skills, with experience in goal setting, program planning, and performance-based budgeting.
- The ability and willingness to maintain a strong working relationship with Washington State University and other local institutional partners.
- Comfortable being a visible and engaged community presence, representing the City at public events and building relationships with residents.



- An understanding of labor law and collective bargaining strategies, with experience working with organized labor groups.
- Skilled in public speaking, administrative report preparation, and clear, effective correspondence.
- A capacity to analyze complex issues, conduct research, and implement practical solutions.
- Ability to appraise municipal services and lead continuous improvement efforts through inspection and evaluation.
- Skill in coalition building and consensus development across diverse stakeholder groups.
- Knowledge of economic development strategies and the ability to support sustainable community growth.
- Adaptability to navigate political and social dynamics while preserving objectivity and professionalism.
- Organizational management expertise, including strategic delegation and operational oversight.



COMPENSATION & BENEFITS

Salary: \$141,768 - \$172,320 DOQ

Paid Benefits Include:

- Three insurance plans to choose from as low as \$0 for spouse & all dependents – Plans with deductibles as low as \$200; high deductible plan includes employer sponsored contribution to Health savings account. Vision & Dental Insurance with no cost sharing for employee & all dependents
- \$15,000 Basic Life & Accidental Death & Dismemberment insurance
- Short Term Disability Insurance
- PERS2 or PERS3 Retirement
- Employee Assistance Program
- 96 hours Vacation preloaded
- 96 hours Sick Leave preloaded
- 12 Paid Holidays
- 40 hours of Administrative Leave Annually (Prorated)
- Car allowance negotiated
- Relocation expenses negotiated

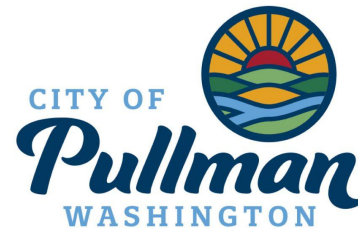
Elective Benefits Include:

- Deferred Compensation
- Additional Life & Spouse Life Insurance
- Discounts on Parks & Rec Membership
- Discounts on Life Flight Membership
- Long-term care insurance



For more information on the City of Pullman, please visit:

www.pullman-wa.gov
www.pullmanchamber.com



The City of Pullman is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 29, 2025** (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 Pullman, WA – City Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

PROTHMAN

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