

W A S H I N G T O N

CITY MANAGER

\$309,566 - \$376,500 DOQ

Plus Excellent Benefits

Apply by

December 19, 2025

(First Review, Open Until Filled)

PROTHMAN

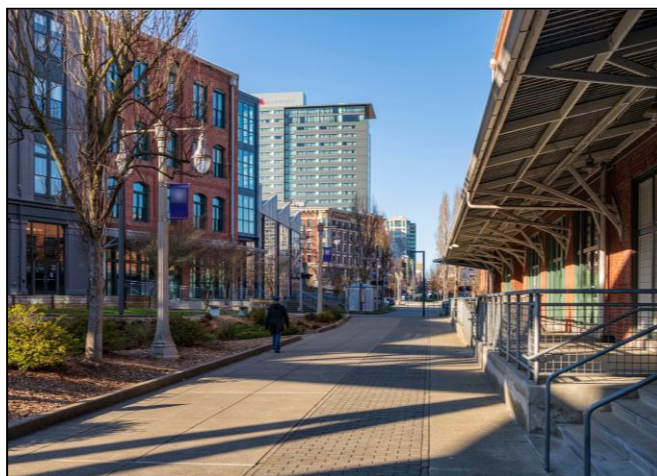
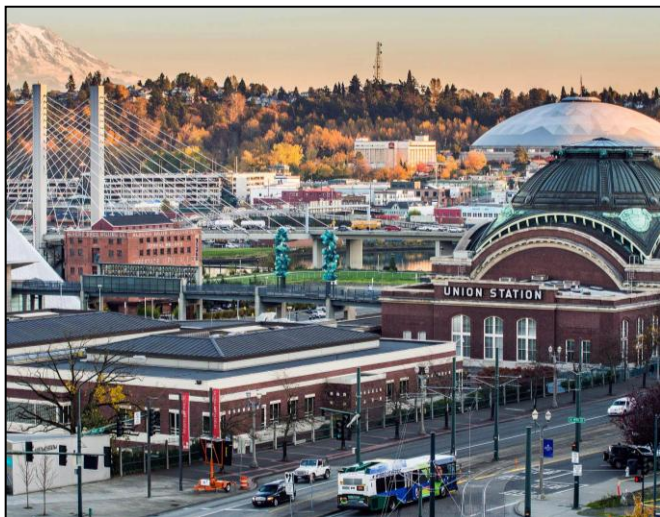


THE POSITION

The **City of Tacoma** City Manager (CM) is the Chief Executive Officer of the City of Tacoma, the third largest City in Washington State. The CM is responsible for directing the operations of departments within General Government including administrative departments that supply services to TPU (Finance, Purchasing, IT, Legal and Human Resources). The CM assists with development and ensures compliance with policies established by the City Council within limits of the City Charter and State and federal laws. The CM oversees citywide staff of more than 4,000, with direct reporting relationships for several key department Directors and administrative staff, and a biennial citywide budget of approximately \$4.7 billion. This position is appointed by and reports to the Mayor and eight City Council Members, and is the sole employee of the Tacoma City Council.

The CM is responsible for carrying out the policy and strategic direction of the City Council through leadership and management of City of Tacoma's staff, line and operating departments and functions, including some that provide services to Tacoma Public Utilities.

This position will make interpretive decisions on behalf of the organization regarding the means for executing the goals established by the City Council, subject to constraints imposed by available technology and resources. The CM also manages and directs the department financial activities including budget development and procurement; monitors and administers budgets, revenues and expenditures from multiple sources and for multiple activities.



THE IDEAL CANDIDATE

The City of Tacoma seeks a strong leader who brings creativity, operational flexibility, and a steady hand to guide the organization through opportunity and challenge. The ideal City Manager will have the capacity to address significant budget challenges, be well versed in crisis management, and bring pragmatic optimism to problem-solving. This person will be a strong communicator who surrounds themselves with smart people, trusts them to do their jobs, and holds them accountable to an expectation of excellence.

This individual will serve as a critical thought partner to the Mayor and Council, offering clarity and context in policy discussions and communicating complex issues in plain language. The City Manager will use the budget as a strategic tool to advance policy objectives and make informed tradeoffs that align with community values. They will have high emotional intelligence, a high tolerance for innovation, and the courage to take responsibility when bold ideas are tested, while maintaining transparency and avoiding surprises.

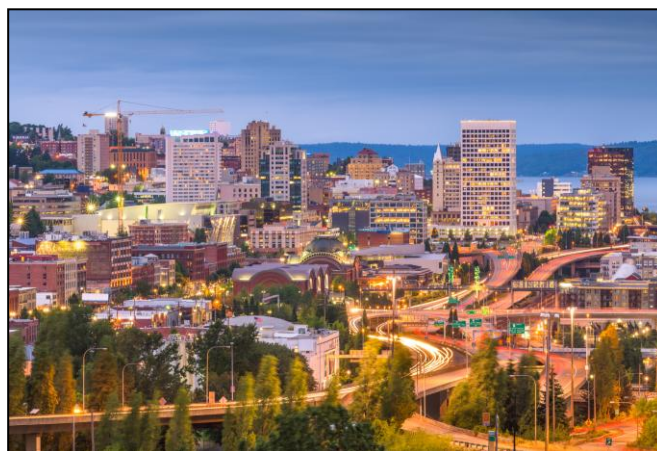
The successful candidate will bring experience as a City Manager or senior executive in a large or complex organization. This person will be approachable, visible, and deeply invested in Tacoma's people and future, demonstrating both professionalism and humanity. The next City Manager will bring an expectation of excellence, a balanced approach to risk and innovation, and a genuine desire to make Tacoma better for all who call it home. The ideal candidate will lead with integrity, empathy, and strategic vision, inspiring confidence across the organization while fostering a culture of accountability, collaboration, and public service.

ROLES AND ESSENTIAL FUNCTIONS

- Directs and oversees the planning, design and development of policies and projects/programs for the organization. Executes the policy and strategic direction set by the City Council by leading and managing the City of Tacoma's staff, departments, and operations. Focuses on delivering efficient, equitable, and effective services, programs, and projects that meet the needs of the community. Partners with the Utility Director to strengthen collaboration between general government and TPU. Provides leadership to align operations and strategies across the organization (general government and TPU) by guiding citywide administrative functions including Finance, Purchasing, IT, Legal and Human Resources.

- Develops and presents the City's biennial budget for City Council consideration and ensures the effective stewardship of City funds. Conducts comprehensive reviews and analyses of budget plans and reappropriation recommendations. Determines the most efficient and strategic use of financial resources to support the delivery of core services, programs, and special projects. Identifies and advances funding requests requiring Council policy direction or budget action, and recommends budget adjustments or expenditure reductions as necessary.

- Engages regularly with the Mayor and City Council to support effective communication, policy development, and constituent service. Attends Council meetings and individual meetings with the Mayor and Council Members. Develops agendas and provides recommendations that align with Council's policy direction and priorities. Collaborates with Council to determine appropriate resolutions to issues and concerns raised by constituents and ensures that such matters are appropriately addressed or assigned to staff for timely follow-up.



- Reviews and discusses citywide personnel issues, ethics and conduct complaints, personnel policies, and professional development. Discusses labor relations and negotiations.

- Manages and directs subordinates; schedules work deliverables and ensures quality control; conducts performance evaluations, coordinates training; and leads the implementation of hiring and discipline/termination procedures.

- Meets with constituents, business owners/developers and community/civic groups and attends events to promote community partnership. Determines engagement strategy and content for assigning staff to follow-up as needed or determines what services and programs could be developed or expanded to meet needs. Determines best ways to improve and increase civic engagement and transparency.

MINIMUM EDUCATION & EXPERIENCE

A bachelor's degree in public or business administration, or a directly related field, and at least twelve (12) years of increasingly responsible experience directly related to the planning, coordination, and/or management of a public-sector organization is required. Relevant education and experience may substitute for one another on a year-for-year basis.

Successful candidates will demonstrate experience in municipal operations, management theory and practice, community and public relations, and budget preparation and administration. A strong foundation in leadership, strategic planning, and team development is essential, along with the ability to analyze complex situations, communicate effectively, and implement sound administrative practices.

THE COMMUNITY

Tacoma is centrally located just 32 miles south of the city of Seattle and 31 miles north of the state capital, Olympia, and is home to the Port of Tacoma; one of the largest container ports in the United States. Tacoma is surrounded by beautiful nature, giving residents many opportunities for outdoor adventures. Largely suburban in nature with a small, but dense, urban core, Tacoma is home to many institutes of higher learning that attract students from across the globe. The University of Washington Tacoma, Pacific Lutheran University, University of Puget Sound, a satellite campus of the Evergreen State College, three community/technical colleges, and several trade and business schools are within Tacoma's geographic area. Downtown's Cultural District is the site of theatres, the Washington State History Museum, the Museum of Glass, the Tacoma Art Museum, and America's Car Museum. The city has been recognized numerous times as one of the nation's most livable cities.

Discover a few of the great things Tacoma has to offer by viewing a short video here:

<https://www.youtube.com/watch?v=0oEOWziobY0>

CITY GOVERNMENT

The City of Tacoma operates under a Council-Manager form of government. The City Council consists of a mayor, five district representatives, and three at-large representatives all elected to serve staggered four-year terms. Appointed by the City Council, the City Manager administers the City's day-to-day operations. With a population of approximately 222,000 residents, Tacoma is the third largest municipality in the state. Tacoma serves as the center of business activity for the South Sound region with a population of approximately one million people. Tacoma Public Utilities operates under direction of the City Council appointed Public Utility Board with the Director of Utilities, a peer to the City Manager. City departments include but are not limited to Community and Economic Development, Environmental Services, Finance, Human Resources, Information Technology, Fire, Hearing Examiner, Neighborhood and Community Services, Planning and Development Services, Police, Public Works, Venues and Events and Tacoma Public Utilities. Tacoma currently has approximately 4,000 FTEs and a total 2025-2026 biennial budget of \$4.7 billion.

A COMMITMENT TO EQUITY & DIVERSITY

At the City of Tacoma, we are committed to making our workforce as diverse and inclusive as the community we serve. We actively seek out candidates from a wide range of backgrounds and cultures. Join our team at the City of Tacoma and help us build a more vibrant, inclusive, and equitable community for all.



COMPENSATION & BENEFITS

The current salary range for the position is **\$309,566 - \$376,500 annually DOQ**. The City of Tacoma offers an attractive employee benefits package. Relocation assistance may also be available for a successful out-of-area candidate.

Benefits include:

- Medical, dental, and vision coverage for employees and eligible dependents
- Deferred compensation (IRS Section 457)
- Personal Time Off
- Long-term disability insurance
- Flexible Spending Account (FSA)
- Life insurance
- Membership in the Tacoma Employees' Retirement System (TERS)
- 13 paid holidays per year, including two floating holidays



THE APPLICATION PROCESS

The City of Tacoma is partnering with the Prothman Company for this hiring process. To apply, go online to www.prothman.com and click on Open Recruitments, select City of Tacoma – City Manager and click on Apply Online. The application will include an online form, a resume, a cover letter, and two supplemental questions.

Please include a list of six work-related references. **No reference checks will be conducted without receiving candidate permission.**

The initial application review is **December 19th, 2025**; however, screening and preliminary interviews will be conducted on a rolling basis.

Final interviews in Tacoma will be offered to select candidates. These are anticipated to be conducted during the week of **February 22nd**. To be considered for this position, you must be available during this time.



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

www.tacoma.gov



The City of Tacoma is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 19, 2025**. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. Resumes, cover letters, and supplemental questions can be uploaded once you have logged in at www.prothman.com.

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www.prothman.com

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