



**WASHINGTON**

**CITY ADMINISTRATOR**  
**\$159,000 - \$180,000**

*Apply by*  
**April 19, 2026**  
*(First Review, Open Until Filled.)*

***P*ROTHMAN**



## THE COMMUNITY



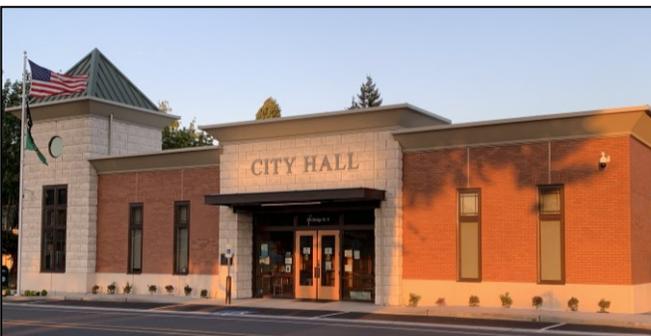
Orting, Washington is located in eastern Pierce County, approximately 15 miles southeast of Tacoma and about 45 miles south of Seattle. Situated in the Puyallup River Valley near the

foothills of the Cascade Range, Orting serves as a residential community within the greater Puget Sound region. The city was incorporated in 1889 and today is home to more than 9,500 residents. Over the past several decades, Orting has experienced steady growth while maintaining its small-town character, family-oriented identity.

Orting lies in a broad valley where the glacier-fed Carbon and Puyallup Rivers meet, surrounded by farmland, forested foothills, and views of Mount Rainier. The fertile valley features open fields and river corridors and has a temperate marine climate with mild, wet winters and warm, mostly dry summers.

The community's development pattern reflects its semi-rural character. Orting includes established neighborhoods near a historic downtown core, along with newer residential subdivisions that have developed as the population has grown. Housing consists primarily of single-family homes, with a limited number of townhomes and small multifamily developments. The compact downtown area provides local services, small businesses, and civic facilities that support daily community life.

Outdoor recreation and community traditions are defining elements of life in Orting. The Foothills Trail, a regional multi-use trail that runs through the city, provides miles of walking and cycling opportunities and connects Orting to neighboring communities and scenic areas along the Puyallup River corridor. Parks, riverfront areas, and open space provide additional recreational opportunities throughout the year.



Community events are an important part of local culture, including Orting's role as the final stop of the annual Daffodil Parade, a long-standing regional celebration. The Washington State Soldiers Home, located in Orting, also serves veterans throughout East Pierce County and represents an important institutional presence in the community.

The Orting School District serves local students and is one of the city's largest employers. Schools, parks, and neighborhood amenities contribute to the city's family-oriented environment. While many residents work locally in education, services, and small businesses, Orting functions largely as a bedroom community with commuters traveling to employment centers in Tacoma, Puyallup, and the greater Seattle metropolitan area. Regional access is provided via State Route 162 and nearby connections to State Route 167 and Interstate 5, linking residents to the broader Puget Sound transportation network and Seattle-Tacoma International Airport.

Together, these qualities reflect Orting's identity as a connected, family-oriented community that values small-town character, outdoor recreation, and strong civic traditions.

## THE CITY

The City of Orting operates with a 2025 adopted budget of \$37,702,475, including a General Fund budget of \$4,777,853, and 46.25 FTEs. The City provides municipal services through the following departments: Executive and Administration, Finance, Community Development, Municipal Court, Police, and Public Works. The City's Community Development Director position is currently provided through a contract.

The City operates under a Strong Mayor form of government. The Mayor serves as the Chief Executive Officer of the City and is responsible for the administration of municipal operations. The appointed City Administrator serves as a full-time professional manager responsible for supervising the day-to-day operations of the organization and implementing the policy direction established by the City Council. Legislative authority is vested in the Orting City Council, which consists of seven members serving four-year staggered terms. The Council is responsible for adopting the City's annual budget, enacting ordinances and resolutions, and establishing policy direction for municipal services and programs.

## THE POSITION

The City Administrator serves as the chief administrative advisor to the Mayor and a coordinating leader for municipal operations. Acting on behalf of the Mayor, the City Administrator assists in directing the day-to-day administration of City government and supports the coordination of department heads to ensure the effective implementation of City Council policies, priorities, and adopted goals. The position provides strategic and operational counsel to the Mayor and City leadership on fiscal management, administrative practices, and policy alternatives to support informed decision-making.

This role requires independent judgment, initiative, and discretion in applying administrative and legislative policies, as well as the ordinances and regulations of the City of Orting. The City Administrator monitors municipal operations, helps establish organizational priorities, and works to ensure departmental activities align with City objectives and policy direction. Working closely with the Mayor and City Council, the City Administrator prepares reports, provides updates on municipal initiatives, and assists with the development and implementation of projects and priorities identified by City leadership. The position may also undertake special assignments as directed by the Mayor.

The City Administrator coordinates staff activities across departments and may oversee subordinate personnel as assigned. Responsibilities include establishing priorities, assigning work, reviewing outcomes, and supporting effective collaboration among employees and leadership. The role regularly interacts with elected officials, state, county, and municipal partners, consultants, and community stakeholders. The City Administrator also works with the City Attorney to help ensure municipal actions support and protect the legal and operational interests of the City and its residents.

To view the full job description, please see the attachment provided [here](#).



## OPPORTUNITIES AND CHALLENGES

**Civic Climate and Community Dialogue:** Like many communities, Orting is experiencing a period of heightened civic engagement, particularly during the current mayoral race. Differing perspectives among residents can at times make consensus-building more complex and slow decision-making on community initiatives. At the same time, this engagement reflects a community that is invested in its future and active in shaping the city's direction.

**Fiscal Capacity and Economic Base:** Orting largely functions as a bedroom community, with many residents commuting to surrounding areas for employment. As a result, the city maintains a relatively small commercial sector and a limited general fund. This dynamic requires careful financial planning when funding new programs, maintaining services, and investing in long-term improvements.

**Transportation and Growth:** As the community has grown, transportation has become an increasingly important issue. Traffic congestion during peak commuting hours is more noticeable, and limited road capacity combined with geographic constraints makes long-term transportation planning an important consideration.

**Natural Hazard Awareness:** Orting is located within a potential lahar zone associated with Mount Rainier. While the likelihood of such an event on a day-to-day basis is low, it remains an important long-term safety consideration that requires continued attention to emergency planning, public awareness, and infrastructure preparedness.



**Engaged Community and Workforce:** Orting benefits from an active business community and a talented, engaged municipal workforce. Local businesses participate in civic discussions and community events, while city staff demonstrate strong collaboration, camaraderie, and commitment to serving the community.

**Quality of Life and Destination Appeal:** Orting's natural setting is one of its greatest assets. With views of Mount Rainier, a location at the confluence of two rivers, and surrounding foothills and open space, the community offers a high quality of life. Amenities such as the Foothills Trail, downtown parks, and community events also attract visitors seeking outdoor recreation and small-town experiences.

**Housing and Community Growth:** Compared with many surrounding communities, Orting continues to offer relatively attainable home prices. This affordability, combined with the city's small-town character and proximity to regional employment centers, continues to attract new residents and families.

**Education, Infrastructure, and Future Investment:** The local school district is widely regarded as a community strength and continues to invest in student success, including a recently approved bond for a new elementary school. The city also benefits from well-maintained infrastructure and recent investments such as a new city hall. Together, these assets position Orting for thoughtful growth, including opportunities for expanded commercial development that could strengthen the local tax base and support additional employment opportunities.

## THE IDEAL CANDIDATE

The ideal candidate will bring strong knowledge of Washington municipal law, public finance, capital construction projects, and municipal operations, paired with sound judgment, clear communication, and high professional integrity. The next City Administrator will understand the Strong Mayor form of government and effectively carry out policy direction established by the City Council while leading staff to achieve tangible, measurable results. Knowledge of federal, state, and regional mandates, particularly those related to land use, zoning, environmental regulation, and compliance standards, will allow the Administrator to clearly communicate requirements and guide the City in addressing them through appropriate regulations, policies, and work plans.

The ideal candidate will demonstrate honesty, fairness, and professionalism while providing clear and candid counsel to the Mayor and Council. The ability to remain apolitical while supporting the direction of elected officials will be essential, along with tact, diplomacy, and the confidence to respectfully say no when circumstances require. This leader will help build trust among staff, elected officials, and the broader community while fostering a collaborative spirit among Council members. A commitment to transparency, solution-oriented thinking, and disciplined internal and external communication will help clearly articulate the reasoning behind Council decisions and City priorities.

The successful candidate will lead with a hands-on and engaged leadership style, comfortable operating without layers of assistants and willing to roll up their sleeves to participate directly in projects and organizational initiatives. The ability to shift between participative, coaching, transformational, and decisive leadership approaches will allow the Administrator to respond effectively to varying circumstances.

The ideal candidate will respect the expertise of department leaders, support staff without micromanaging, and delegate appropriately while maintaining accountability. A strong commitment to mentoring and developing employees will strengthen leadership capacity across the organization and support departments experiencing transition.



The next City Administrator will be highly visible, approachable, and actively engaged both at City Hall and throughout the community. Strong interpersonal, communication, and public presentation skills will support effective engagement with residents, local businesses, schools, community partners, union groups, and regional, state, and federal stakeholders. Strong financial and organizational acumen will support responsible municipal budgeting, long-range financial forecasting, and capital project planning, including the ability to coordinate complex funding sources for major infrastructure initiatives. Technological awareness and openness to modern tools that improve efficiency and communication will further support effective administration of City operations.



## EDUCATION & EXPERIENCE

A bachelor's degree from an accredited institution in public administration, business administration, planning, or a closely related field is preferred. Qualified candidates will typically possess at least five (5) years of experience in local government or municipal operations, including a minimum of three (3) years in progressively responsible management or supervisory roles.

Any combination of education and professional experience that demonstrates the knowledge, judgment, and abilities necessary to successfully perform the responsibilities of the position may be considered.

### Necessary Knowledge, Skills, and Abilities:

- Knowledge of group dynamics and the ability to foster productive collaboration among diverse teams, workgroups, and stakeholders.
- Knowledge of local government organizational structures, functions, and interdepartmental relationships within a municipal environment.
- Knowledge of modern management practices and administrative techniques applicable to municipal operations and organizational leadership.
- The ability to render sound administrative decisions consistent with duly enacted laws, regulations, ordinances, and formal resolutions.
- The ability to establish and maintain professional, cooperative relationships with elected officials, department leaders, employees, and community stakeholders.
- The ability to navigate complex and diverse issues with sound judgment, innovation, integrity, and ethical decision-making.
- The ability to work effectively with individuals representing diverse personalities, perspectives, and interests in both routine and high-pressure situations.
- Experience collaborating with elected and appointed officials in a variety of governmental or organizational contexts.
- The ability to prepare written materials and deliver presentations that clearly communicate information to elected officials and public audiences.
- The skill to lead and support positive community engagement efforts that strengthen relationships between local government and the public.

## COMPENSATION & BENEFITS

- **\$159,000 - \$180,000 DOQ**
- Public pension through the Washington State Department of Retirement Systems (WA PERS)
- Deferred compensation plan through the Washington State Department of Retirement Systems (employee contributions)
- Medical insurance with City-paid employee premium and cost-sharing for spouse and dependents; regular and high-deductible plans through Regence or Kaiser
- Dental and vision insurance with City-paid employee premium and cost-sharing for spouse and dependents
- Long-term disability insurance (City-paid premium)
- \$10,000 basic life insurance for employees (City-paid premium; prorated for employees age 65+) with dependent life available
- Additional life insurance available through employee payroll deduction
- Vacation: 4 - 5 weeks per year depending on longevity
- Holidays: 12 paid holidays and 2 floating holidays annually
- Sick leave: 12 days per year
- Employee Assistance Program (EAP)



**To learn more about the  
City of Orting and the  
local community, please visit:**

[www.cityoforting.org](http://www.cityoforting.org)

The City of Orting is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 19, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Orting, WA – City Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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