



WASHINGTON

CITY ADMINISTRATOR
\$140,000 - \$175,000

Apply by
May 10, 2026
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Quincy is a city in central Washington located in Grant County, approximately 30 miles northwest of Moses Lake, 30 miles southeast of Wenatchee, and about 150 miles east of Seattle.

Situated within the Columbia Basin, Quincy is home to approximately 8,100 residents. The community has evolved from an agricultural center into a regional hub for data infrastructure and energy-intensive industries, supported by some of the lowest electricity rates in the country.

Quincy sits at an elevation of approximately 1,300 feet within a broad, semi-arid plateau shaped by the Columbia River and Ice Age flood events. The surrounding landscape is defined by irrigated farmland, basalt formations, and open terrain. The climate is classified as semi-arid, with hot, dry summers and cool winters. The region has an annual precipitation of approximately 8 inches, with most rain occurring during late fall and winter months.



Housing in Quincy consists primarily of single-family homes, with a mix of established neighborhoods and newer developments reflecting recent population and employment growth. Residential areas are generally low-density and organized around schools, civic facilities, and agricultural land uses. The community retains a compact, small-town build, and has seen gradual outward expansion tied to economic development, with several data centers now located in the region, and additional infrastructure in the works.

The Quincy School District serves local students through multiple elementary, middle, and high schools, including a recently constructed high school campus. Healthcare access has expanded with the newly constructed Quincy Valley Medical Center. The city is connected via State Route 28 to Interstate 90, providing regional access throughout the Columbia Basin. Commercial air service is available at Pangborn Memorial Airport, located approximately 30 minutes away, with direct service to Seattle-Tacoma International Airport.

Recreation in Quincy reflects both its natural setting and its role as a regional destination. The nearby Gorge Amphitheatre, located about 10 miles southwest of the city, is one of the most recognized outdoor concert venues in the United States, drawing national touring acts and seasonal audiences. The Quincy Lakes Unit/Columbia Basin Wildlife Area offers lakes, trails, and habitat for fishing, hiking, and bird-watching, with terrain shaped by basalt cliffs and coulees. The Columbia River provides opportunities for boating and water recreation, including access at Crescent Bar, located approximately 10 minutes from the city.

Quincy also serves as a gateway to outdoor destinations across North Central Washington, including Leavenworth and Lake Chelan, offering year-round recreation such as skiing, hiking, boating, and agritourism. Within the city, parks, athletic facilities, and planned investments, including a regional sports complex and aquatic center, support community recreation and events tied to its agricultural heritage.

Together, these characteristics position Quincy as a connected community where agriculture, industry, and access to regional recreation support a balanced and continuously evolving quality of life.



THE CITY

The City of Quincy operates under a mayor-council form of government, with the Mayor serving as chief executive and the City Council providing legislative authority and policy direction. The Mayor is supported by a City Administrator who oversees daily operations and coordinates service delivery across departments. The City provides a full range of municipal services with approximately 66 full-time equivalent employees and a total 2026 budget of \$107 million. Mayor Worley was elected to City Council in 2002 where he served until the end of 2017, when he was elected Mayor for the City of Quincy.

City functions are organized across the following primary departments: Building, Engineering, Public Works, Parks and Recreation, Police, Finance, City Clerk, Fire Services, and Library. These departments collectively support infrastructure, public safety, financial management, regulatory functions, and community services, with certain specialized services supplemented through contracted arrangements.



THE POSITION

The City Administrator serves as the chief administrative officer under the authority of the Mayor, responsible for aligning and overseeing the operations of all City departments, boards, and commissions to ensure execution of ordinances, policies, and Council direction. The role integrates enterprise-wide administration, translating policy into coordinated action while maintaining organizational accountability and performance.

The Administrator is the principal advisor to the Mayor and City Council on administrative, financial, and strategic matters, providing regular reporting on City operations and initiatives. The position supports governance by advancing policy implementation, facilitating informed decision-making, and ensuring continuity across City functions.



The role holds primary responsibility for fiscal management, including budget development, expenditure control, and long-range financial planning in coordination with the Finance Officer. It also establishes organizational structure, workforce planning, and performance standards to sustain effective service delivery.

The Administrator ensures compliance with applicable laws, policies, and procurement standards, while overseeing capital improvement planning and leading the identification, acquisition, and administration of external funding and grant opportunities.

Externally, the Administrator represents the City in intergovernmental and community forums, serving as a key liaison with public agencies, regional partners, and stakeholders. The position also leads labor relations and supports responsive governance by addressing public concerns and ensuring adherence to City obligations.

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

OPPORTUNITIES AND PRIORITIES

Lead with Community Presence and a Shared Vision: It will be a priority for the incoming City Administrator to serve as a visible and engaged leader who is fully embedded in the Quincy community and committed to making it home, while partnering with the Mayor and City Council to advance a clear, forward-looking vision that reflects the City's rural character and supports its continued evolution as a hub for high-tech industry and regional opportunity.

Build an Aligned, High-Performing Organization: There is an opportunity to create a cohesive and accountable organization by aligning staff around shared priorities, fostering collaboration across departments, and investing in the development of team members in a way that strengthens bench capacity, elevates contributions to the Council and community, and ensures consistent execution.

Deliver on Critical Infrastructure and Community Priorities: The City Administrator will be expected to guide the City's most important infrastructure and community initiatives by working in close coordination with utility leadership to support long-term water and power solutions and by partnering with the Parks District to ensure successful delivery and sustained support of key recreational investments.

Advance Economic Strength in a Community-Centered Way: Supporting Quincy's continued growth as a center for data centers and emerging industries will be a priority for the incoming Administrator. Maintaining a strong, business-minded approach that also reflects community values and reinforces long-term sustainability and quality of life will be a key to success.



EDUCATION & EXPERIENCE

Candidates must have five (5) years of municipal management experience. A bachelor's degree in public administration or a related field is desirable, with a master's degree in a related field preferred.

Necessary Knowledge, Skills, and Abilities:

- Proven skills as a strong communicator with the ability to engage diverse audiences across community, staff, and elected leadership, ensuring clarity, transparency, and mutual understanding in all interactions.
- A strategic mindset with the ability to operate at both a high level and in the details, aligning long-term vision with practical implementation and day-to-day execution.
- The ability to follow-through and execute, ensuring initiatives progress from concept to completion with accountability and consistency.
- Effective negotiation and conflict resolution skills that support productive dialogue, build consensus, and resolve complex or sensitive issues.
- The ability to organize teams and implement direction from elected leadership, translating policy priorities into coordinated action and clear operational plans.
- A collaborative leadership style that empowers staff, fosters trust, and encourages independent problem-solving and ownership.
- Humility and commitment to elevating staff through mentorship, professional development, and recognition across all levels of the organization.
- High integrity, honesty, and strong listening skills that reinforce ethical decision-making, credibility, and responsiveness to stakeholder input.
- Resilience and adaptability in navigating changing conditions, competing priorities, and evolving organizational or community needs.
- Comfort operating in a rural community with a growing, complex economy, balancing tradition with innovation and diverse stakeholder expectations.
- Political awareness and the ability to provide informed, data-driven perspectives that support decision-making and alignment with policy direction.
- Decisive decision-making once direction is established, ensuring timely action and organizational momentum while maintaining accountability.
- Self-awareness, accountability, and a servant leadership orientation that prioritizes staff well-being, and community impact.

COMPENSATION & BENEFITS

- **\$140,000 - \$175,000 DOQ**
- Medical Insurance: 100% employer-paid premiums for the employee; family coverage available with the employer paying 50% of the premium cost.
- Life Insurance: Employer pays 50% of the premium cost.
- Supplemental Insurance: Dental and Vision plans are available (employee-paid).
- Retirement: PERS-eligible position participating in the Washington State Department of Retirement Systems (DRS).
- 12 Paid Holidays per year.
- 18 Days of Paid Vacation per year.
- Paid Sick Leave accrued at 4 hours per month.



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

www.quincywashington.us

The City of Quincy is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 10, 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 Quincy, 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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206.368.0050