



**City of Yakima
Washington**

ASSISTANT CITY MANAGER

\$130,748 - \$158,891

Plus Excellent Benefits

Apply by
July 16, 2017
(open until filled)

PROTHMAN



WHY APPLY?



Located in Central Washington, nestled in the Upper Valley of Yakima County, Yakima is a premier place to live, work and play, offering beautiful weather,

a low cost of living, and a strong sense of community. Separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River and a stretch of farmland and rolling hills, Yakima has been the cultural, business, educational, and governmental focal point of the Central Washington region since it was founded more than 125 years ago.

This is an excellent opportunity for an experienced public sector management professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with a largely new City Council and dedicated staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



THE COMMUNITY

Located in South Central Washington, Yakima is home to over 93,000 residents, making it the largest city in Yakima County and the 9th largest city in the state. Originally built along the new Northern

Pacific Railway company line, Yakima has grown from its agricultural roots to become a vibrant and diverse metropolitan city.

This Yakima County community has a total area of roughly 28 square miles and is within a 3-hour drive of Seattle, Washington, Spokane, Washington, and Portland, Oregon. With a rich history and a bright future, Yakima is an attractive, growing community, and is known as the "Heart of Central Washington".



With warm summers, cool winters, and four distinct seasons, Yakima boasts 300 days of sunshine a year. Yakima's semiarid climate allows for residents and visitors alike to enjoy year-round recreational activities including water and snow skiing, fishing, boating, hiking, horseback riding, white water rafting, picnicking, golf, and much more in addition to the area's 23 parks.

The economic base of Yakima is primarily agricultural, though over 250 manufacturing firms also produce a variety of products including aircraft and aircraft parts, wood and plastic products, and communication technologies. The region is a world-leading producer of apples, and produces 75% of all hops grown within the U.S. along with more than 30 varieties of fruits and vegetables. The area is also home to more than 70 wineries, producing some of the highest rated wines in the world, and multiple craft breweries and distilleries.

Yakima has enjoyed many awards over the years, including the "All-America City Award", presented by the National Civic League, in both 1994 and in 2015, and the "2015 Tourism Champion of the Year Award".



THE CITY

Incorporated in 1886, the City of Yakima operates under a Council-Manager form of government. The Council consists of seven members (including the mayor), with each member serving for a term of four years. The City Manager oversees all City departments, which include Administration, Community Development, Utilities and Engineering, Finance and Budget, Human Resources, Public Works, Fire, Legal, Police, and Airport. The City employs 786 FTEs and has a total 2017 adopted budget of \$238 million. The City's mission is to create a culturally diverse, economically vibrant, safe, and strong community, and to provide outstanding services that meet the community's needs. Yakima aims to govern responsibly by effectively managing and protecting public resources, building trust in government through openness, diverse leadership, and communication, and strategically focusing on enhancing Yakima's quality of life.

THE POSITION

Working under the direction of the City Manager, the Assistant City Manager handles daily activities and responsibilities assigned by the City Manager, making independent decisions on operational issues, managing and evaluating the effectiveness of technical operations, monitoring implementation of the City budget, coordinating special projects and activities for departments, and ensuring that the City's programs are implemented in a manner consistent with the City goals. The Assistant City Manager provides guidance, support, and problem solving assistance to all other Department Directors, and promotes the policies of the Council and City Manager, providing direct support to the City Manager by focusing issues, communicating internal concerns, and providing information for action by management.

Other responsibilities include:

- Assist with labor negotiations and act as technical advisor regarding collective bargaining.
- Exercises special leadership responsibility on highly sensitive public issues – supports public relations liaison between City and civic groups, private citizens and the news media, and other governmental agencies.
- Assists in overseeing the preparation, implementation and monitoring of the Annual City Budget, and in review and analysis of departmental budget requests. Performs complex duties, such as budget preparation, special rate studies, public relations functions, staff management, and special projects.
- Coordinates the City staff and departmental affairs to ensure timely input to the City Manager, and agenda reporting to the City Council. Assists in preparing reports and recommendations for Council action, attends City Council meetings and assists City Manager in follow-up on Council action and completion of assignments.
- Conducts administrative studies, formulates and recommends administrative policies, procedures and programs to resolve and correct inter-departmental problems, and monitors effectiveness in achieving desired goals and results.
- Attends a variety of meetings as the City's official representative and is required to speak to a wide variety of citizen groups and service clubs, and serves as local liaison with State and County agencies. Work regularly requires attendance at meetings outside of normal working hours.
- Serves City as a Department Director and may directly supervise management divisions of City Clerk and Records, Economic Development, Information Technology Services, Community Relations, and the Administrative Functions of Municipal Court. May provide oversight and supervision of special programs, projects, divisions or departments as assigned by City Manager.
- Plans, organizes, directs, and evaluates major programs and activities of assigned divisions or departments. Prepares, recommends, and implements short and long range plans, departmental goals, rules, regulations and objectives in compliance with general policies established by the City Manager, City Charter, and City Council; approves activities and programs developed by subordinate personnel; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.



OPPORTUNITIES & CHALLENGES

Yakima – Regional Center:

Yakima has been the cultural, business, educational, health services and governmental focal point of the Central Washington region for more than 100 years. As the largest city in Washington State between Seattle to the west and Spokane to the east, Yakima is dynamic, diverse and future oriented.

Planning for the Future:

Setting the framework for continued positive growth, the Yakima City Council has adopted an updated [Comprehensive Plan](#) that will guide development through 2040, an ambitious [Transportation Improvement Plan](#), and a multi-faceted [Economic Development Strategic Plan](#). Work in each of these areas continues within current available resources and, like most jurisdictions in Washington, City staff members continue to seek additional revenue sources to further the implementation of these plans. In particular, Economic Development will continue to be a major focus of the Council and Senior Staff at the City. Recognizing that many of our agriculture related jobs pay wages lower than average, the City needs to emphasize the development of new, higher wage employment opportunities for residents.

Exploring New Pathways:

This is a position for an individual who is skilled in the delivery of local government services, but who is also willing to identify and explore new pathways to success. Creative thinking, even when it doesn't lead to the hoped for solution, will be recognized and supported.

Enhancing Citizen Communication:

As seen in the [census data](#), the demographics of the community continue to evolve. The City Council is committed to ensuring that all members of the community have a voice in the way the City responds to issues and opportunities. Council has established two exploratory committees to enhance the communication between residents and the City – the Ethics and Equal Rights and Community Integration Committees are meeting on a regular basis during 2017 and will be providing recommendations about improving and expanding opportunities for community dialog.

Long-term Fiscal Sustainability:

Helping to develop strategies to ensure the long-term fiscal sustainability of the City will be certainly be a key element of this position. Like many jurisdictions, with a view to first-class customer service, Yakima consistently reviews policies, practices and budget realities to ensure that resources are wisely and equitably deployed. The successful applicant in this position will be innovative and pragmatic; a visionary public servant with her or his feet planted firmly on the ground.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Business Administration, Public Administration, Political Science, Public Relations or related field is required, plus four years of progressively responsible municipal and/or private administrative management experience as a Department Director or other administrative officer. A Master's Degree in a related field is preferred. Candidates must possess and maintain a valid Washington State Driver's License.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, procedures and techniques of municipal organization and administrative operations.
- Ability to coordinate the diverse activities of various City departments and City-wide programs and capability to motivate and persuade key staff in City departments to adhere to Council objectives and policies at the City Manager's directions.
- Knowledge of standard office practices and procedures, including modern supervisory techniques, principles and best practices. Knowledge of effective corrective and progressive discipline processes and procedures.

- Knowledge of principles and practices of a wide variety of line and staff municipal functions including, but not limited to, public works, engineering and related services, community economic development, airport operations, land use and zoning, protective services, budgeting, finance, procurement, legal and personnel administration and labor relations.
- Outstanding ability to communicate clearly, tactfully and persuasively. Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including the City Council and members of the public through effective written and oral reports, letters, and other formal communications such as public presentations or news conferences. Must possess well developed communication skills, both written and oral, with appropriate use of business English and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to present information clearly and concisely in both written and verbal formats.
- Ability to absorb and analyze information rapidly, draw sound conclusions, and make decisions and recommendations quickly which address technical, legal, financial, personnel, and other administrative issues. Must be able to work effectively on several projects concurrently; work independently and make sound decisions within broad guidelines.
- Ability to provide effective leadership and guidance to others with strong capacity to establish and maintain cooperative, successful working relationships and public relations credibility with City's management staff, employees and employee associations, City Council members, civic groups, private citizens, the news media, other local, state, and federal officials and legislative representatives.

- Excellent ability to conduct or supervise management and administrative analytical studies and to prepare policy recommendations for action. Ability to analyze and resolve problems; gather, analyze and interpret data; advise and counsel employees and managers.
- Knowledge of collective bargaining laws, procedures, and arbitration decisions which impact municipal operations. Must have ability to successfully assist with facilitation and negotiation of collective bargaining agreements in accordance with goals and guidelines of the City Council.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$130,748 - \$158,891 DOQ**
- Paid Time Off (PTO)
- Self-insured medical, dental, & vision coverage
- Free access to City owned health clinic MiCare
- WA State pension plan
- Life insurance
- Voluntary long term disability & long term care insurance
- Wellness incentive program
- Flexible Spending Account
- Self-insured workers compensation coverage

www.yakimawa.gov



The City of Yakima is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 16, 2017** (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 "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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