



City of Arlington, Washington

invites applications for position of

ASSISTANT CITY ADMINISTRATOR

**Salary Range \$6,860 - \$9,780 per month
plus excellent benefits package**



Open until Filled

**Apply by 4:00 p.m. on July 8, 2016
to be considered in the first review of applications**

www.arlingtonwa.gov

The Position

Under the direction of the City Administrator, the Assistant City Administrator provides highly responsible professional assistance in the management of City operations, special projects, and the coordination of the City's internal and external relationships. The candidate needs to possess strong interpersonal and communication skills and be a proactive problem solver.

Essential Functions of the Job:

- ◆ Provide high level support to the City Administrator, Mayor, City Council, and all City departments.
- ◆ Serve as the City Human Resources Administrator.
- ◆ Direct and manage assigned staff and the day-to-day operations.
- ◆ Maintain good communications with the City Administrator .
- ◆ Direct and perform various administrative and management tasks as directed by the City Administrator.
- ◆ Manages labor relations activities, including acting as Chief negotiator: performs research and preparation for collective bargaining meetings. Handles and/or participates in grievances and interest arbitration hearings. Directly assists all departments in the resolution of grievances and administration of collective bargaining agreements.
- ◆ Represents the City in administrative hearings such as unemployment, industrial insurance, and human rights. Investigates claims and prepares responses on behalf of the City.
- ◆ May meet with a variety of civic and business leaders and community groups regarding their concerns, program priorities and City services.
- ◆ Attend a variety of meetings and conferences, serve on committees and administrative boards and represent the City Administrator as directed.
- ◆ Performs the duties of the City Administrator when assigned.

Qualifications

- ◆ U.S. Citizen or legally eligible to work in the United States.
- ◆ Bachelor's Degree in Public Administration or a closely-related field.
- ◆ Two (2) years' increasingly responsible experience in a public entity; municipality preferred.
- ◆ Or any combination of education and experience which would provide the applicant with the desired skills, knowledge and abilities required to perform the job.

Benefits

- ◆ Comprehensive medical, dental, vision, life, and disability insurance
- ◆ Employee assistance program
- ◆ Dual Insurance Incentive Program if eligible
- ◆ Optional disability, accident and other policies
- ◆ Wellness program
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Paid Holidays
- ◆ Longevity pay
- ◆ Washington State Dept. of Retirement Systems
- ◆ 457 Deferred Compensation Plan

How to Apply:

- ◆ Complete [City of Arlington Application for Employment](#) and include:
- ◆ Cover letter
- ◆ Resume
- ◆ A minimum of 3 professional references

Submit application and enclosures to:

**City of Arlington
Human Resources Department
238 N Olympic Ave
Arlington, WA 98223
hr@arlingtonwa.gov
(360) 403-3441 fax (360) 403-4605**

Faxed or emailed applications **ACCEPTED**.

Finalist will be subject to a background check including verification of employment history, educational credentials, criminal history, and other information related to employment.

The City of Arlington Mission Statement:

The City of Arlington provides high quality services that are essential for a safe and vibrant community.