



## City of Langley

### CITY ADMINISTRATOR

The City of Langley is seeking a collaborative leader for the position of City Administrator.

Langley, known as *The Village by the Sea*, is a welcoming community on beautiful Whidbey Island. The City uses a team-based approach to improve and maintain services to its citizens and visitors.

We are committed to attracting and retaining a diverse staff. The City of Langley will honor your experiences, perspectives, and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Langley, on the south end of Whidbey Island, is a waterfront village that enjoys a small-town atmosphere within an hour's journey (including the car ferry trip) from urban Seattle. This one-square-mile town's signature characteristics include a quaint, yet trend-setting downtown with stunning gardens, seasonal tourism and energy from visitors, a deep pool of resident artists and performers, artisans in nearly every medium, farmers, community involvement in local government, festivals, beaches, forests, pocket parks, a 250-seat performing arts center that presents local as well as world-class entertainment, a vibrant marina, and an eclectic food scene—with a population of approximately 1,050.

The City of Langley operates under a Mayor-Council form of government with five council members elected to 4 year terms. Services provided by the City include Police, Public Works, Planning, and management of the City Cemetery. The City of Langley employs roughly 15 full-time employees and operates on a 2023 budget of \$10,028,506 (general fund budget just under \$2 million).

### Position Overview

Under the authority and direction of the Mayor, the City Administrator serves as the manager of the City government and is charged with certain administrative duties and responsibilities. The City Administrator manages and coordinates the activities and functions of the various City officers, departments, commissions, and boards in implementing the requirements of City ordinances and the policies of the City Council. The City Administrator assures the effective and efficient use of City resources and that optimal services are provided to the City's residents and the community, ensuring transparency to the public in planning, managing, and coordinating clerical duties within the City.

### Skills Required

- Proven leadership and management skills in a multi-functional organization
- Supervision of personnel
- Establish/maintain strong working relationships with others, including the public
- A history of working effectively in a fast-paced environment
- Ability to lead large projects from inception to completion with close attention to detail
- Effective time management and organizational skills

- Excellent verbal and written communication skills
- Strong computer skills
- Ability to handle multiple tasks under pressure
- A strong understanding of budgets and financial management
- Strong communication and interpersonal skills to enable building and maintaining effective working relationships with the City's staff, Mayor, City Council, community, and business partners

### **Qualifications**

- A bachelor's degree from an accredited college or university
- Parliamentary practices and procedures governing meetings
- Understanding of diversity, equity inclusion, and anti-racism
- Five years of senior level management experience
- Experience with organizational development
- Experience managing grants
- Experience developing policies

### **Additional Qualifications (helpful but not required)**

- An advanced degree in public administration or related field
- Experience in public organization, operations, policies, and procedures
- Legal, ethical, and professional rules of conduct for public sector employees and elected officials
- Principles, practices, and methods of records retention
- Knowledge of State BARS system and/or municipal finance

### **Duties**

*[The following is not intended as an exhaustive list of duties. This position may be expected to perform different or additional tasks as necessitated by the changing roles, requirements or necessities of this or related functions within the City.]*

***[All duties shall be carried out under the direction and authority of the Mayor.]***

### **Supervises Administrative Affairs and Processes of the City**

- Supervises, administers and coordinates the activities and functions of the various City offices, departments, commissions and boards in carrying out the requirements of all relevant ordinances, resolutions, and policies
- Sees that any and all franchises and permits granted by the City are faithfully observed
- Assures compliance and accountability with federal, state and local regulations, policies and procedures
- Assures proper use and maintenance of phone system, utility services, and office cleaning
- Maintenance of equipment inventories

### **Serves as Human Resources Officer for the City**

- Serves as City's hiring, performance management and termination authority
- Develops City personnel policies
- Responsible for personnel practices and job performance evaluations
- Supervises, disciplines and has authority over directors and other employees
- Administers personnel services, including payroll and benefits
- Tracks training requirements for elected and staff, boards, commissions, etc.

### **Works with Mayor and City Council**

- Serves as administrative liaison to the Council
- Prepares Council agendas and furnishes all backup data
- Attends all City Council meetings (and such other meetings as may be requested by the Mayor and members of the Council)
- Produces timely and accurate minutes of City Council meetings
- Regularly reports to the Mayor and the Council concerning the status of all assignments, duties, projects and functions of the various offices, departments, commissions and boards
- Assists in the preparation and submission to the Mayor and Council of any reports necessary for the expedient running of the business of the City
- Recommends adoption by the Mayor and Council of such measures as the City Administrator deems necessary or expedient in the running of the business of the City
- Serves as liaison with City legal services
- Responsible for administration of interlocal agreements with other governments and serves as liaison to those governments

### **Prepares and Administers the City budget**

- Assists (in cooperation with the Finance Director) in the preparation by the Mayor and subsequent submission to the Council of the annual budget
- Is responsible for the administration of the budget after its adoption
- Supervises expenditures by the various City offices, departments, commissions and boards, for the purpose of keeping the same within the limitations of the City's annual budget

### **Works closely with Finance Director**

- In cooperation with the Finance Director, keeps the Mayor and Council fully advised of the financial condition of the City and its future needs
- In cooperation with the Finance Director, supervises purchasing by various City officials, departments, commissions and boards
- Assures proper internal controls are being followed
- Assures proper chain of review and approvals on all major purchases, and conformance with procurement policies and regulatory requirements.

### **Manages Vendors, Contracts and Leases**

- Reviews, processes, tracks, and records execution of contracts
- Monitors "additional insured" endorsements
- Participates in the negotiation of and monitors enforcement of contract terms
- Ensures that Council policies relating to diversity, equity, inclusion and antiracism are included in all contracts and procurement processes
- Reviews and processes execution of City leases and monitors enforcement of their terms

### **Manages City Information Technology**

- Recommends and plans information systems best practices, policies, and procedures
- Guides development/implementation of short and long-range plans for purchase and use of technology
- Supervises the maintenance of the City website(s), and works with other staff and outside vendors to upgrade website(s) as necessary

- Assures City website is up to date at all times
- Recommends and manages IT budget, purchasing requirements and vendor contracts

### **Supervises the City's Clerk Functions**

- Administers oaths of office for elected and appointed officials and police officers
- Attests the signatures of all City officials
- Supervises the personnel who carry out the City clerk functions delineated below:
  - Administration of City forms, processes, and functions
  - Authentication of ordinances and resolutions
  - Preparation and maintenance of the City municipal code and resolutions
  - Preparation of publication of legal notices
  - Issuance or sale of municipal licenses, burn permits, dog licenses, yard waste coupons, etc.
  - Acceptance of applications for contractor and business licenses, sign permits, and passports
  - Maintenance of official City records and official seal, recording, indexing, filing and safe keeping and preservation of public records in compliance with state and other laws and regulations
  - Assuring record of keys (including electronic access) is current and accurate
  - Maintenance of records of oaths of office, elections, and terms of office
  - Administration cemetery sales and records

### **Responds to public**

- Develops and maintains a system of tracking complaints in relation to matters concerning the administration of the government of the City
  - Ensures follow-up on all communications with the public

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## **Additional Information**

Application Process – All qualified candidates are encouraged to submit a cover letter and resume to [mayor@langleywa.org](mailto:mayor@langleywa.org). Please use your cover letter to discuss why you want this position and how you meet the qualifications.

**Position is open until filled.**

Compensation & Benefits -- City employees receive competitive pay based on background and experience and generous benefits. Some remote work possible.

Salary Range: \$94,000 - \$118,000 annually

Commitment to Justice, Equity, Diversity & Inclusion (JEDI) -- The City of Langley is an equal opportunity employer. Black, Indigenous, and other People of Color, women, veterans, people with disabilities, and members of the LGBTQI and nonbinary communities are encouraged to apply.

**EOE**