



Assistant City Manager

CITY OF BOTHELL, WASHINGTON

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COMMUNITY

Situated in the scenic Sammamish River Valley, Bothell is a thriving community located 11 miles northeast of Seattle, close to Mt. Rainier, Puget Sound, and the incomparable Olympic Peninsula. Incorporated in 1909, Bothell (pop. 44,000) has evolved from an isolated logging village to a full-service city. Straddling two counties, King and Snohomish, and comprising approximately 14.38 square miles, Bothell offers the best in suburban living with safe neighborhoods, award-winning schools, beautiful parks, and a welcoming hometown atmosphere. The City was named one of the top 100 cities in the nation in Livability.com's "2016 Best Places to Live, Work, and Play in America."

Bothell's proximity to two interstate highways, three major state highways, and local and regional transit has made the city increasingly desirable to homebuyers and renters, as well as to commercial development. Yet Bothell has balanced managed growth with environmental protection and neighborhood livability. Once a bedroom community, today Bothell is a regional employment and educational center.

Bothell's historic downtown and Main Street offer everything from hip coffee shops to upscale dining. The multi-million dollar downtown revitalization project is being built with retail space, offices, and five new residential neighborhoods, and is well underway. The Country Village shops feature over 45 locally-owned shops and restaurants and a seasonal Farmer's Market.

Nature enthusiasts are drawn to the surrounding verdant forests, pristine rivers, and multiple lakes. Lake Washington, the state's second largest lake, is just minutes from Bothell. Bothell's cool summers and winters entice residents and visitors alike to enjoy a variety of outdoor activities including hiking, biking, boating, fishing, kayaking, and golfing. Bothell has over 237 acres of parks, open space, and trails, including 19 parks and three sports complexes. The Sammamish River and Burke Gilman Trails, managed by King County Natural Resources, run through Bothell along the Sammamish River.

Bothell is well known for its award-winning schools, including the Northshore School District (K-12), as well as the University of Washington Bothell and Cascadia College, which share a vibrant, common campus in the city's historic downtown. UW Bothell has been recognized nationally numerous times for its excellence, most recently in 2016 when *Money* magazine ranked the university third on its national list of "25 Great, Accessible Colleges for Aspiring Scientists and Engineers." In 2007, Cascadia College was named the second best community college in the nation by *Washington Monthly*.



Bothell is on the rise and has a great deal going on! For energetic, innovative local government professionals, this community and organization provide an opportunity to be part of that progress and get involved in exciting, cutting edge work. For more information about Bothell, please visit www.bothellwa.gov.

THE ORGANIZATION

The City of Bothell is a code city with a Council-Manager form of government. The City Council consists of seven members elected at large from the community. Members serve four-year terms with municipal elections held in November of odd-numbered years, including this year. Every two years, the Council selects a Mayor, who serves as presiding officer during public meetings and events.

Approximately 300 employees provide a full range of municipal services. City services include: general government administration, police, fire, emergency medical services, planning and zoning, street maintenance, and parks and recreation. Bothell's proprietary operations consist of water, sewer, and storm and surface water utilities. Trash service is provided by an independent contractor, while library services are provided by the King County Library System. The approved biennial budget for 2017-2018 is \$228.8 million.

THE POSITION

This Candidate Profile was developed collaboratively by the City Manager, the Executive Leadership Team, and key City staff.

Appointed by and reporting directly to City Manager Jennifer Phillips, the Assistant City Manager is responsible for program oversight and project management and helps keep the organization moving forward. Although the Assistant City Manager will not manage departments *per se*, the position will oversee the tourism, communications, and emergency preparedness functions, and take a leadership role in Bothell's economic development strategies. Economic development projects will include



the disposition and development of various city-owned real estate parcels in the downtown core, as well as work with the Greater Bothell Chamber of Commerce, the Snohomish County Economic Alliance, the King County Economic Development Council, the Bothell Biomedical Device Innovation Zone Board, and ARCH, the regional housing coalition.

Because Bothell is in two counties (Snohomish and King), other assigned projects will include intergovernmental relations, regional engagement, management of special events, and support to city council

members, among others. Rounding out this diverse list of assignments, the Assistant City Manager will serve as the liaison to the newly created Arts and Festivals Commission, oversee the human services grant program, and administer contracts for public defenders and conflict counsel.

The new Assistant City Manager will embrace and foster Bothell's Core Values – Ethics, Service, Safety, Innovation, and Teamwork – and will serve as the City Manager in her absence.

THE IDEAL CANDIDATE

The ideal candidate is nimble, a personable and approachable problem-solver, and a positive presence with a good attitude. The next Assistant City Manager (ACM) resolves conflicts effectively and gets things done. The ACM is decisive, a highly effective and clear communicator, who can maintain close relations between staff, the City Manager, and the Executive Leadership Team.

The ACM is the City Manager's right hand, the one who helps her see important projects through to completion, and a person of the highest integrity. The ideal candidate has strong project management skills and a proven track record of successful project management in a municipal setting.

Political awareness and prior municipal experience are essential skills for this position. The new ACM will be expected to hit the ground running, and to immerse herself or himself in the community and Bothell's organizational culture. The successful candidate is free of ego, unflappable, and calm under pressure. She or he must be smart enough to figure things out with the best available information, and be comfortable with having to change priorities, sometimes quickly, based on organizational needs.

The Assistant City Manager must be a self-confident, organized, self-directed person, who is technologically literate, preferably to include social media. With the great diversity of project and program responsibilities and the inward- and outward-facing aspects of the position, the ACM must have a high level of emotional intelligence and superior interpersonal skills.

A Bachelor's Degree (urban planning, marketing, business or public administration, or related field) and five years of municipal experience, including management and program/project management experience, are required.

THE COMPENSATION

The annual salary range is \$121,224 to \$154,128, and appointment will be made depending on the experience and qualifications of the selected candidate.

In addition, the City offers a comprehensive benefits package for non-represented employees,





including medical, dental, vision, life, accidental death and dismemberment, and short- and long-term disability insurances. For the employee, the employer pays all premiums for all of these insurances. For coverage beyond employee-only coverage, the employer contributes to premiums in varying degrees. Employees who elect not to participate in any of the medical insurance plans offered receive a \$110/month opt-out payment (employee only) and \$220/month for spouse and dependents. Confidential counseling

assessments and referral services are available through the Employee Assistance Program (EAP). Employees may create tax-free Flexible Spending Accounts (health-related expenses and/or dependent care cost) through salary reduction.

Employees are enrolled in the Washington Department of Retirement Systems Public



Employees' Retirement System (PERS) Pension Plan. In addition, the City offers a 457(b) deferred compensation plan. Employees enjoy paid time off (vacation and sick), plus ten holidays and two floating holidays (12 total)

annually. As an FLSA exempt position, the Assistant City Manager may accrue up to 3.34 hours of management leave per pay period. Relocation assistance subject to negotiation.

SEARCH SCHEDULE

- Filing Deadline..... September 18, 2017
- Preliminary Interviews..... September 21 – October 5, 2017
- Recommendation of Candidates..... October 12, 2017
- Finalist Interview Process October 26, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Please do not hesitate to contact Andrew Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com