



CITY OF GIG HARBOR
invites applications for the position of:

CITY ADMINISTRATOR

SALARY:	\$76.70 - \$93.23 Hourly \$159,532.00 - \$193,912.00 Annually
DEPARTMENT:	ADMINISTRATION
OPENING DATE:	01/03/22
CLOSING DATE:	01/28/22 11:59 PM

GENERAL OVERVIEW:

Under the direction of the Mayor, this classification is responsible for the execution of the Mayor's vision and providing professional managerial leadership and strategic direction to all City departments, including the administration and coordination of the activities and functions of the various city officers, departments, commission and boards in implementing the requirements of the city ordinances and the policies adopted by the City Council. This classification is responsible for developing effective working relationships with elected, administrative and program officials to ensure cooperation and efficient cost-effective operation of city government. This classification is appointed at-will by the Mayor and is responsible for overseeing the daily operations of the city and carrying out the decisions in support of the City Council and Mayor. This classification has wide latitude for independent judgment and effective action that is aligned with the goals of the city as established by the Mayor and the City Council.

ESSENTIAL FUNCTIONS:

Any of the following duties may be performed. These examples are representative and do not include all specific tasks an incumbent may be expected to perform:

Duties:

- Performs general management of the City by working with department administrators to achieve the policy direction and priorities established by the Mayor; facilitates and encourages interdepartmental collaboration and cooperation.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for efficient cost-effective operation of city government departments and offices, as well as developing policy related to the general future direction of city government.
- Assists the Mayor in planning and evaluating department administrators' performance; establishes performance requirements and personal development goals; provides coaching, mentoring and professional development opportunities; makes recommendations to the Mayor on resolving management performance issues.
- Reports regularly to the Mayor concerning the status of all assignments, duties, projects and functions of the various city offices, departments, commissions and boards. Reports to and advises the Mayor and City Council as appropriate, on immediate and emerging municipal issues.
- Assists the Mayor with review of the preparation of the City's budget for the Mayor's and Council's approval; monitors the budget and informs the Mayor of significant changes, impacts or issues; recommends alternatives to resolve budgetary issues.
- Directs the annual budget preparation and submittal to the City Council and monitors budget compliance on monthly basis.
- Assists the Mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.
- Attends various civic and business meetings on behalf of the city.
- Directs the preparation of the Council agenda, furnishing pertinent documents, reports and briefings as needed; directs and provides guidance to City staff presenters.
- Assists the Mayor in developing and implementing his/her yearly goals and objectives; develops strategic plans with department administrators to align project outcomes with the goals.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of municipal administration to include municipal budgeting;
- Principles and methods of leadership, management and supervision;
- State laws, City ordinances, rules and regulations relating to the administration of City government;
- Municipal government and its interrelationship with the business community;
- Communities dealing with the impact of growth on transportation systems, the environment and local economics;
- Capital improvement programming and funding methods;
- City organization, operations, policies and objectives;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of Robert's Rules of Order.

Ability to:

- Build effective working relationships with elected officials;
- Work with department administrators to facilitate City projects, programs and policies;
- Review and make recommendations on complex personnel and performance issues, policy interpretations and resource allocation issues;
- Effectively supervise and evaluate department administrators;
- Analyze situations accurately and adopt an effective course of action;
- Work directly with the Mayor in developing and recommending policies and procedures for the effective management of the City;
- Establish cooperation and effective communication within the Executive Department and with other City departments, outside agencies, private organizations and the public;
- Communicate effectively both orally and in writing; prepare and deliver oral presentations.
- Serve as primary administrative contact with the Mayor for City Council members; supports the Mayor in efforts to inform the Council on important issues; acts as an administrative resource to Council in meeting goals and objectives.
- Coordinate between the Mayor, City Council, City officials, governmental agencies and the community; meet with State and federal officials and legislators to represent the City of Gig Harbor's viewpoint on legislative matters.
- Serve on various regional committees and task forces as necessary; cooperates with elected officials and staff of neighboring communities on common concerns; assists the Mayor and the Council in their roles on various regional committees.
- Confer with the City Attorney to assure that City laws and ordinances are carried out; assures compliance with applicable federal, State and local laws, codes and regulations.
- Work with Human Resources to negotiate union contracts.
- Analyze operations to evaluate performance of city staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Perform related duties as assigned.

Supervisory Responsibility:

This position directly supervises the following positions: City Clerk, Finance Director, Information Services Manager, Tourism & Communications Director, Planning Director, Prosecutor, Public Defender, Public Works Director, Building Official/Fire Marshal, Chief of Police. This position indirectly supervises the Assistant City Clerk.

Work Environment:

Work is primarily performed in an office environment with early morning, evening and weekend meetings.

Physical Demands:

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The City of Gig Harbor provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Sitting and/or standing for extended periods of time. Access to guaranteed, reliable transportation is required as needed. Walking short distances. Reaching, handling and grasping documents, binders, folders and books. Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately both in person and remotely. Repetitive motions for computer and telephone use. Exertion of force 20 lbs. occasionally and/or 10 lbs. frequently to lift/carry/move objects, files and other materials.

Driving:

Driving for this position would typically be less than 5 hours a workweek. If driving on city business, must meet and follow all driving requirements.

QUALIFICATIONS:

Minimum Required Education & Experience

- Bachelor's Degree from an accredited college or university in Public Administration or a closely related field; and
- Five (5) years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size; or
- An equivalent combination of experience and education may be considered.

Preferred Education & Experience

- Master's Degree from an accredited college or university in Public Administration, Business Management or closely related field; and
- Seven (7) years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size.
- Membership with International City/County Management Association.
- Membership with Washington City/County Management Association.
- Residency in Gig Harbor strongly preferred.

Criminal Conviction Standards

The successful incumbent will or may have access to a secured/confidential facility or computer system(s). As a result, the City of Gig Harbor will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.

Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:

<https://www.dshs.wa.gov/sites/default/files/bccu/documents/Secretary%E2%80%99sCrimesListforALLPrograms.pdf>

Successful Candidate

- The successful incumbent must submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications; and
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.

ADDITIONAL INFORMATION:

- This position is exempt from FLSA overtime regulations and is an at-will Mayor appointed position.
- If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hr@gigharborwa.gov.
- To be considered you must submit and complete an online application through www.governmentjobs.com/careers/gigharbor that reflects all relevant education and experience which addresses how you meet the minimum and/or preferred qualifications for this position.
- If you have questions about this recruitment please contact Interim City Administrator, Tony Piasecki at (253) 851-6127 or HR Director, Kameil Borders at (253) 851-5039.
- **Only authorized employees and hiring authorities have access to the application materials submitted. Per RCW 42.56.250, all applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant are exempt from public inspection.**

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.cityofgigharbor.net>

Position #22-00002
CITY ADMINISTRATOR
KB

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(253) 851-8136

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