



**CITY OF
FIRCREST**

CITY MANAGER

\$89,676 - \$114,456

Plus Excellent Benefits

Apply by

September 10, 2017

(First Review, Open Until Filled)

***P*ROTHMAN**

WHY APPLY



Located at the foot of majestic Mount Rainier and minutes from the shores of Puget Sound, the City of Fircrest is a vibrant community that offers the perks of small suburb town life with major urban cities nearby. The nearby Cascade and Olympic mountain ranges, the waters of the scenic Puget Sound, and the City's many parks offers a wealth of nearby outdoor recreation opportunities.

This position is an excellent opportunity for a talented public sector professional to make a difference in a progressive and well managed city. 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

Incorporated as a town in 1925 and as a city in 1990, the City of Fircrest is centrally located just 32 miles south of the City of Seattle and 31 miles north of the state capital. Covering 1.58 square miles, Fircrest started as the first master-planned community in the state of Washington. With over 30 chain saw sculptures, six beautiful parks, an urban forest of fir trees, and friendly, active neighborhoods, the City of Fircrest has earned its title as "The Jewel of Pierce County" and is known as a residential oasis nestled between the cities of Tacoma and University Place. The City is also tucked in the shadow of Cheney Stadium, home to the Seattle Mariners AAA affiliate, the Tacoma Rainiers, and is not far from Chambers Bay Country Club, the site of the 2015 U.S. Open. The City is also home to the Fircrest Golf Club, a 160-acre,

18-hole golf course that has stood the test of time for more than 94 years and fits perfectly among the premier private golf clubs in the Puget Sound region.

Home to 6,640 residents, Fircrest has a strong local history and residents who are active and passionate in the community. Every summer, local events include "Movie & Picnic in the Park" and "Fircrest Fun Days" which includes over 50 booths featuring local artists and businesses, live music, and a fireworks show. The City continues to work hard to keep its reputation of a quiet, residential community with attractive, livable neighborhoods and fine recreational facilities, and is looking to be supportive of carefully planned economic development that provides a foundation for continued prosperity for the community.

THE CITY

The City of Fircrest has been a non-charter code city operating under a Council-Manager form of government since 1990. The City of Fircrest is comprised of seven departments and offices in four buildings all intent on providing its citizens with efficient, courteous, and professional services. City departments include: Administration and Personnel, Finance, Municipal Court, Parks & Recreation, Planning & Building, Police, and Public Works. The Public Works Department includes water, sewer, storm water, and streets. The City operates on a 2017 budget of \$25.6 million, strives to maintain a 25% fund balance with its General Fund, and has 2 bargaining units. Fircrest employs 35 permanent employees, and hires seasonal employees in the summer months. The City has its own well-based water sources and distribution system, and operates a sewer collection system that discharges to the Tacoma sewage treatment plant.



THE POSITION

Working under the broad policy guidance of the City Council, the City Manager is the chief executive officer and head of the administrative branch of the city government. The City Manager is responsible for the proper administration of all affairs of the city, attending all meetings of the city council, and is the chief purchasing agent of the city. The City Manager also plans, directs and supervises the administration of all departments, agencies and offices under the City's jurisdiction, appoints and removes all department heads, officers, and employees of the city, except members of the Council, sees that all laws and ordinances are faithfully performed, prepares, submits, and administers the adopted City budget, and advises the Council of financial conditions and current and future City needs.



OPPORTUNITIES & CHALLENGES

1. There is a strong desire to improve the economic vitality of the City. The current business corridors have vacancies and the property owners need to be encouraged to deal with appearance issues.
2. Being an established city, the City Council wants to ensure that the neighborhoods do not start to decline. There is a strong opinion that the City is at a critical moment to help turn the appeal of the City in a new and positive direction.
3. The City has an interesting history, which will serve as a strong foundation for a strategic planning process which contributes to fostering the strong community pride and to market itself to the investment community. To start this effort, the City recently revised its website so that it is more user-friendly and is more of an information portal for the community.

4. Due to the increasing property values in the Puget Sound region, there is a concern that Fircrest is losing some of its economic diversity.
5. The City recently raised its utility rates to help transform the City's utilities to operate as a true enterprise funded operation. Conservative replacement of infrastructure in a financially prudent way is an on-going challenge.
6. The City has a need for a season of political calm and good organizational development. The longevity of the employees is generally good, but succession planning for key positions will be necessary. Historically, the City has not been an easy venue for City Managers. Yet, the City Council has voiced a desire to partner with an experienced city manager to enter a time of stability and progress.
7. There is a strong desire voiced by the City Council and staff that an environment is created that nurtures teamwork, empowerment, and accountability. Strong direction and trust will contribute to breaking Fircrest out of a perceived malaise.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Public Administration, Political Science, or Business Management, and a minimum of five (5) years as a municipal administrator is required. A Master's Degree in Public Administration is preferred. Candidates must be bondable, and have a Washington State driver's license, or the ability to obtain one by date of hire.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern policies and practices of public administration, including working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Skill in preparing and administering municipal budgets, and skill in planning, directing and administering municipal programs.
- The ability to prepare and analyze comprehensive reports, and to carry out assigned projects to their completion.
- Ability to communicate effectively, both verbally and in writing, and to establish and maintain effective working relationships with employees, City officials and the public.

- Candidates must have the ability to efficiently and effectively administer a full service municipal government.

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

- **\$89,676 - \$114,456 DOQ**
- Medical, Dental, & Vision Insurance
- Negotiated Vacation
- 12 Days Sick Leave
- 11 Holidays
- Life Insurance
- Employee Assistance Program
- Washington State PERS Retirement
- Two voluntary deferred compensation 457 plans
- 50% Gym Reimbursement Plan

Please visit:
www.cityoffircrest.net

The City of Fircrest is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 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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