



Koff & Associates  
A Gallagher Company



---

# Administrative Services Director

---





## INTRODUCTION

Are you a seasoned team-player looking to join an established team of city professionals? Do you enjoy working in a collaborative and organized environment where you leave at the end of the day satisfied with the work you are doing and the community you are serving? Are you an innovator who values the team philosophy of “not no, but yes...if”? If this is you, the City of Leavenworth, Washington is seeking an Administrative Services Director to join their team! The Administrative Services Director is a new position poised to take the City of Leavenworth to the next level in municipal services. Under the leadership of the Mayor and working side-by-side with the executive team, the Administrative Services Director will be instrumental in leading the pursuit of the objectives that will take Leavenworth to the next level of blending community and tourism, leading the way for other cities in sustainable tourism.

## COMMUNITY

A world-renowned tourist destination surrounded by the amazingly beautiful Cascade Mountains of Central Washington, the City of Leavenworth, *The Bavarian Village*, hosts over two million visitors a year with a resident population of approximately 2,200.

Settled in the mid 1800's by prospectors, the area exploded with the arrival of the rail line near the turn of the century. As the timber industry waned and the rails re-routed, Leavenworth was left without an identity and was failing to sustain itself as a prosperous destination. In the early 1960's, Leavenworth leaders resolved to change its brand and appearance to draw visitors. The philosophy was if the gorgeous alpine slopes of the Cascade Mountains had no equal except in German Bavaria, the city planned on completing the experience and transformed itself into the amazing Bavarian Village

it is now. In addition to completely renovating the downtown area, community leaders created a series of festivals, drawing thousands into town. From there, the Autumn Leaf Festival, Maifest, and the immensely popular Village of Lights: Christmastown (formerly known as “Christmas Lighting”) were born and continue to this day. Leavenworth has a robust tourist-based economy with over 400 local businesses that generate over \$7.5 million in state sales tax annually.

With the mountains as a towering backdrop, the region enjoys four distinct and stunningly beautiful seasons. Leavenworth is known for its dry mountain climate. With an average of 300 days of sun each year, the area is protected by the rain shadow of the Cascade Mountains, keeping it crisp and cool, with marvelous fall colors, romantic, snowy winters providing many outdoor activities and active, sunny summers. Leavenworth and the incredible surrounding area offer recreation activities for everyone, including hiking, rock climbing, fishing, boating, river rafting, downhill and cross-country skiing, mountain and road biking, and a municipal eighteen-hole golf course, to name just a few.

## CITY GOVERNMENT

The City of Leavenworth operates under a Strong Mayor/Council form of government. The voters elect a City Council comprised of a Mayor and seven Councilmembers to set policy and oversee the city government. The Mayor and Council establish priorities for the city departments through adoption of the annual budget and strategic objectives designed to accomplish the city's mission. The city organization is led by Mayor Carl Florea, who works closely and effectively with the city executive management team. The executive management team is comprised of the city's department directors who enjoy cooperative and effective working relationships. The City of Leavenworth is a full-service city with 4 departments, 30 full-time employees and a \$9.1 million operating budget. Fire services are provided by Chelan County Fire District #3, and police services are contracted through the Chelan County Sheriff's Office. Electricity is provided by the Chelan County Public Utility District. The City's municipal area is 1.4 square miles.







## THE POSITION

### Major Function and Purpose

Appointed by and serving at the pleasure of the Mayor, the Administrative Services Director oversees all administrative functions, serves as the Mayor's representative to the community or other agencies as directed, provides project development and funding procurement for the city's objectives in cooperation with, and in support of, the other department heads. Recommends policy and implements policy as established by the Mayor and City Council.

### Duties

The Administrative Services Director shall administer and supervise the carrying out of the decisions, regulations and policies of the City Council, various city departments, commissions, and boards. More specifically, the Administrative Services Director shall:

- Regularly report to the Mayor concerning the status of all assignments, duties, projects and functions as assigned by the Mayor
  - ◊ Under the Administrative Services Department is the Paid Parking Program and Executive Assistant who will be directly supervised by the Administrative Services Director
  - ◊ The Administrative Services Department will work closely with the Communications Analyst on project communication strategies
- Perform complex tasks associated with economic development, strategic priorities and private/public partnerships
- Attends all regularly and specially scheduled council meetings and represents the city at meetings with other government units, agencies, commissions, and associations as directed by the Mayor
  - ◊ The Administrative Services Director shall also provide update reports to the City Council at the public council meetings
- Acts as lead in obtaining information about Federal and State grant and loan opportunities, and prepares and tracks the progress of grant and loan applications
- Monitors state and federal regulations and suggests changes to city code, policies and procedures when necessary
- Obtains interpretations of city codes and official data when needed

- Prepares and administers contracts for professional services and construction projects
- Serves as principal advisor to the City Council on a variety of technical and administrative issues regarding budget, funding, management, long range planning and development of service-oriented goals and programs
- Fosters open and candid relations between the city government and the public
- Assumes, at the direction of the Mayor, a leadership role in community and regional matters
- Serves as liaison between the city and civic groups, neighborhood representatives and private citizens, regional government agencies, neighboring cities, and Chelan County
  - ◊ The Administrative Services Director may frequently represent the city to a wide variety of groups and organizations

### Priorities and Opportunities

Plan for, procure funding, and manage the many initiatives and capital projects of the city. These include, but are not limited to:

- Affordable housing initiatives / projects
- Public facilities for public works and the expanded city hall team
- Development of the old Osborn School site into a community center and park
- Redevelop the tourist core of the city to reflect the change to a pedestrian mall
- Support the capital initiatives of the other departments
- Development of river use and access program; a collaborative project with other jurisdictions







## THE IDEAL CANDIDATE

The ideal candidate will be a dedicated, innovative, and proactive professional who possesses outstanding team-leading skills, high integrity and ethical standards, and independent judgment. The successful candidate will have strong communication and interpersonal skills to enable building and maintaining effective working relationships with fellow city staff, the Mayor, City Council, community, and business partners. The ideal candidate has experience working in small high-performing teams in local government and understands the dynamics of city service delivery in a high growth area with limited resources. The ideal candidate has the ability to work in a fast-paced environment, lead large projects from inception to completion with close attention to detail, establish and maintain working relationships at various levels. The ideal candidate leads by example and delivers outstanding customer service with compassion and empathy at all times.

### Key Attributes and Characteristics

- Humble and Collaborative. Willing to encourage and actively listen to the ideas of others
- Energetic. Communicates openly and values the experience and knowledge of the executive team
- The ability to be analytical and act strategically; flexible and adapts well to changing priorities
- Strong business acumen; politically astute
- A leader that can manage and develop a culture of teamwork and strong customer service

## MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business, or related field. Master's degree preferred. Minimum of 5 years of senior management experience, preferably in municipal government or related public sector field. May substitute major graduate level course work in public administration for up to 2 years of experience; or any satisfactory equivalent combination of experience and training. Proven written and oral communication skills to a variety of audiences.

## COMPENSATION AND BENEFITS

**Annual Salary Range: \$115,000 - \$125,000**

- Medical / Dental / Vision – 100% city paid coverage for employee & family
- VEBA – employer contribution \$60 / month
- WA State Retirement System – employee & employer contribution
- WA State Deferred Compensation – employee contribution
- 10.5 Holidays
- 8 hours per month sick leave
- \$500 car allowance

## APPLICATION PROCESS

**Position is Open Until Filled with First Review of Candidates January 07, 2022.**

To be considered, please submit a resume, cover letter, and five work-related references to:

<https://koffassociates.com/administrative-services-director/>

For additional information, please contact:



Gary Palmer

Phone (510) 345-3954

[gpalmer@koffassociates.com](mailto:gpalmer@koffassociates.com)

[www.koffassociates.com](http://www.koffassociates.com)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City who will select candidates for further consideration. Extensive reference and background checks will be completed on the selected final candidate.