



Koff & Associates
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City Administrator



INTRODUCTION

Are you an experienced administrator who enjoys 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 impact it has on 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 looking for a City Administrator to lead the team! The new City Administrator will have the unique opportunity and challenge of taking the City to the next level in municipal services. Along with supporting the Mayor, the City Administrator will lead the day-to-day operations and executive team in the pursuit of strategic objectives that will take Leavenworth to the next level of sustainable tourism, blending community and traditional tourism to keep some of the small town charm.

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 German Bavaria, the City would complete the picture and transform 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 seven Councilmembers to set policy and oversee the City government. The Mayor and Council establish priorities for City departments through adoption of the annual budget and strategic objectives designed to accomplish the City's mission. The Mayor is elected to carry out those policy directives and is in charge of the administration. Mayor Carl Florea currently leads the executive management team and administrative functions, and has done so since October 2021. The revived City Administrator position will report directly to the Mayor and will be responsible for day-to-day operations of the full-service City, leading the executive team and Administrative functions. The executive management team is comprised of the City's department directors who lead the four 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 approximately 1.4 square miles.





THE POSITION

Major Function and Purpose

Appointed by and serving at the pleasure of the Mayor, the City Administrator oversees all administrative functions, manages City personnel, 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, and recommends policy and implements policy as established by the Mayor and City Council.

Duties

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

- Regularly report to the Mayor concerning the status of all assignments, duties, projects and functions as assigned by the Mayor
- Manage City Staff
- Perform complex tasks associated with economic development, strategic priorities and private/public partnerships
- Attends all regularly and specially scheduled City Council meetings and represents the City at meetings with other government units, agencies, commissions, and associations as directed by the Mayor
 - ◆ The City Administrator shall also provide update reports to the City Council at the public City 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/or 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 City Administrator will 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 leadership 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 leading 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: \$126,936 - \$154,284

- 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
- 11.5 Holidays; 2 floating holidays
- 8 hours per month sick leave
- \$500 car allowance

APPLICATION PROCESS

Position is Open Until Filled with First Review of Candidates Friday, May 13, 2022.

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

<https://koffassociates.com/city-administrator/>

For additional information, please contact:



Frank Rojas
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Website: <https://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.