

Job Announcement: City Administrator

The City of White Salmon, Washington, located in the Columbia River Gorge, is seeking a passionate, organized, and thoughtful professional to serve as City Administrator. This key community leadership position within a small, forward-focused city is tailor-made for a professional looking for an opportunity to assume an influential role in shaping a sustainable future for one of the most beautiful locations in the state. The ideal candidate should be energized by this notion.

Under the authority and direction of the Mayor, the City Administrator manages all City operations, including the development and implementation of the City's goals, objectives, policies, and priorities. Responsibilities include:

- Implementing policy decisions made by City Council
- Preparing recommendations and advising on matters requiring legislative action
- Planning, directing, and coordinating, through department heads and other staff, the City work plan, including large- and small-scale projects
- Establishing appropriate service and staff levels and allocating resources accordingly, empowering staff to implement the goals of the City
- Monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures, identifying opportunities for improvement, and implementing as appropriate.

The successful candidate will:

- Set the tone for a welcoming and inclusive culture built on trust and collaboration.
- Be a strategic thinker who easily sees the big picture and long-term vision for White Salmon.
- Value and appreciate equity and inclusion, enjoy being a public servant, and truly believe in creating a sense of community.
- Serve as a true community ambassador, leading by example and representing the City to all departments and outside agencies.
- Maintain an understanding of the issues affecting White Salmon and leverage that knowledge to drive decisions.
- Be a dedicated, innovative, and proactive professional who possesses outstanding team-leading skills, prioritizes customer service, high integrity and ethical standards, and independent judgement.

The White Salmon Community

Known as the place where "The Sun Meets the Rain," White Salmon is an energetic, spirited community of approximately 2,500 residents. We are a community that nurtures innovation and diversity, creating opportunities and partnerships that foster a prosperous community. Our

unique, amenity-rich location in the Columbia Gorge National Scenic Area affords residents and visitors alike a gateway to the explore the surrounding natural beauty. Our quality of life is based on balanced and sustainable growth that contributes to the community's authenticity and prosperity. We want to ensure that White Salmon remains a place where people want to live, work and conduct business while maintaining a small-town village-like character.

The City of White Salmon is a full-service city providing the following services: Administration, including Finance, Utility Billing and Planning; Public Works including Parks, Streets, Water and Wastewater; and Public Safety, including Law Enforcement and a Volunteer Fire Department. We employ approximately 21 full-time employees represented by two collective bargaining units with an adopted budget of \$13 million, with a general fund of \$4 million.

Qualifications

The successful candidate will have:

- Proven leadership and management skills in a multi-functional organization.
- Exceptional relationship development skills.
- Strong communication and interpersonal skills to enable building and maintaining effective working relationships with city staff, as well as the Mayor, City Council, community, and business partners.
- A history of working in a fast-paced environment and leading large projects from inception to completion with close attention to detail.
- A strong understanding of budgets and financial management.
- A bachelor's degree from an accredited college or university with major course work in public administration, business administration, or related field.

Additional skills/experience that are preferred but not required:

- At least 7 years in Public Management/Financial Administration, combined with some experience at the senior level
- Prior leadership experience in a growing community and similar size organization that includes public works
- History of working closely with a Mayor and City Council
- Deep understanding of the dynamics of city service delivery in a high-growth area with limited resources
- Previous work in small high-performing teams in local government
- An advanced degree in public administration or related field

The City Administrator will establish a primary residence in the broader White Salmon community and pledge to participate in community affairs.

Compensation and Benefits

The City Administrator contract is offered at the discretion of the Mayor and must be approved by City Council. The expected hiring range of \$85,000-105,000 will depend on the qualifications of the successful candidate.

White Salmon has a complete benefits package that includes medical, dental, vision, life insurance, employee assistance program, and pension with the Washington State Department of Retirement. Paid time off and holidays are also included.

How to Apply

Interested candidates shall submit a cover letter and resume digitally or via mail to the following:

**Jan Brending, Clerk Treasurer
City of White Salmon
PO Box 2139
White Salmon, WA 98672
janb@ci.white-salmon.wa.us
509-493-1133 x205**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. Our goal is to hire the candidate who is best able to meet the performance objectives of the role. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Applications will be accepted until April 15, 2022.