

RESOLUTION NO. 9 FOR 2016

RESOLUTION SELECTING THE RECRUITMENT STRATEGY FOR THE CITY MANAGER POSITION

WHEREAS, the City Manager position is currently vacant; and

WHEREAS, the City Council must select a recruitment strategy to be used for the recruitment and selection of the position; and

WHEREAS, the City Manager Pro-Tem has outlined the three primary options for the recruitment efforts in a memorandum dated June 2, 2016 attached hereto;

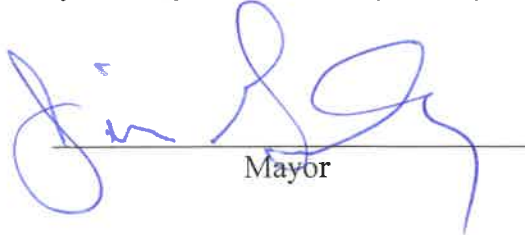
NOW, THEREFORE THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

The City Council hereby selects recruitment strategy number [#]2 as outlined in the attached memorandum dated June 2, 2016 and directs the City Manager Pro-Tem to take the appropriate steps to move forward in the recruitment process.

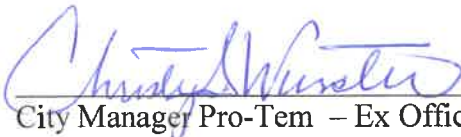
Utilizing services from the City Manager Pro Tem.

This Resolution shall be effective immediately upon its passage.

PASSED by the City Council and approved by the Mayor this 12th day of July, 2016.



Mayor



City Manager Pro-Tem – Ex Officio City Recorder

MEMORANDUM



Date: June 2, 2016
To: Mayor Gourley and City Council
From: *Christy S. Wurster*
Christy S. Wurster, City Manager Pro Tem
Re: City Manager Recruitment Strategy
CC: File

The following is a general outline of the process for recruitment of the permanent City Manager. The recruitment efforts will require a series of decisions by the City Council at each stage of the recruitment. The first decision that will be required by the City Council will be the selection of the recruitment strategy. I plan to place this matter on the agenda for June 14, 2016 for discussion and direction moving forward.

Recruitment Strategy

There are three primary options for the recruitment efforts:

- 1) Recruit for a permanent City Manager utilizing the City Manager Pro Tem. (To be accomplished within the 16-20 hours per week authorized by the City Council)
- 2) Utilize the services offered by Local Government Personnel Institute (LGPI) or Oregon Cascades West Council of Governments (OCWCOG) through implementation of an intergovernmental agreement for assistance in recruiting the permanent manager. This could be accomplished in phases as outlined below or as a full recruitment package. The cost would likely range between \$4,500-\$12,000 depending on the services required.
- 3) Select and retain an executive search firm to assist in recruiting a permanent City Manager following issuance of a Request for Proposal. This could be accomplished in phases as outlined below; however, some firms will only submit proposals for the complete recruitment effort. I have attached a memorandum prepared to the City Council in Fairview, Oregon where I served as the Interim City Administrator. The costs for the executive firms ranged from \$19,500-\$25,000 and would probably be similar for our recruitment.

Listed below are the phases of the recruitment process and the associated tasks to be accomplished:

Phase 1 - Needs Analysis/Information Gathering/Profile Preparation (Requires two meetings)
Meeting with City Council to discuss attributes of next City Manager
Review Charter, ordinances, job description for City Manager
Develop draft profile based on information gathered
Follow up meeting with the City Council to finalize the position profile
Prepare advertisement – Discuss advertising options/venues with City Council
Place advertisements with agreed upon organizations and publications (one month minimum)

Phase 2 - Applicant Screening (one to two meetings)

Determine screening criteria

Develop screening interview questions

Conduct initial inquiries and screening interviews (Determine whether Council wants to conduct screening interviews or leave that to staff/consultant)

Present prescreening results and recommendations to the City Council

Contact applicants to participate in formal interviews and contact those not being considered

Phase 3 - Interview Process Coordination (one to two meetings)

Conduct candidate interviews (May or may not involve the recruitment firm – determine whether interviews will be held in public meeting format)

Determine process for interviews – i.e. City Tour, Community Meet and Greet, Council Panel, Staff Panel, Professional Manager Panel, Community Panel – Weekday interviews or weekend interviews, Housing, airfare, mileage, and meal expense reimbursements offered, etc.

Consult in selection of the top candidates (May or may not involve the recruitment firm)

Phase 4 - Negotiations and Hiring (one to two meetings)

Determine who will negotiate with top candidate (i.e. City Attorney, Consultant, Pro Tem Manager, Mayor/City Council Representative)

Prepare conditional written job offer

Conduct background investigation and other requirements for hiring (i.e. Financial background check for bonding)

Select candidate

The entire process will take approximately four to six months to complete. I have attached some additional documents for your information and review. I look forward to working with you to recruit your next City Manager.

Attachments:

- July 15 Memorandum, City of Fairview Recruitment outlining Executive Search Firm proposals
- Fiscal Year 15-16 Salary Data of Similar Sized Cities (Prepared by Local Government Personnel Institute – LGPI)
- Sample Resolution adopting the Standards, Criteria and Policy Directives to be used in hiring a City Administration (City of Fairview) with sample Profile
- Sample Profile – Town of Warsaw, Virginia
- Sample Profile – City of Shelton, Washington
- Sample Profile – City of Chehalis

MEMORANDUM

TO: Mayor and Fairview City Council

FROM: Christy S. Wurster, Interim City Administrator

SUBJECT: City Administrator Recruitment/Executive Search Firm

DATE: July 15, 2015

At the July 1, 2015 City Council meeting, Council asked for proposals to retain an executive search firm to assist in recruiting a permanent City Administrator. The City sought proposals from the following firms. Their proposals are highlighted as follows:

- Colin Baenziger & Associates (recommended by Clackamas County and Lake Oswego)
 - Located in Florida, with offices in Utah, Maryland, Wisconsin, and Washington
 - Approximate 13 week process, including needs assessment and discovery, recruitment, screening and finalist selection, interview process and coordination of contract negotiations, and employment agreement assistance
 - Two year guarantee to repeat process at no charge if candidate leaves for any reason other than an Act of God
 - Phased total fee of \$23,250 plus any travel/lodging/meal expenses for candidates who may not be local
 - \$150/hr fee for services beyond scope
 - Meet insurance requirements established by the City with the exception of workers compensation and employer liability insurance due to the fact that independent contractors are utilized
- Prothman (recommended by the City of Oregon City)
 - Located in Washington
 - Approximate 10 to 14 week process including project review, discovery, profile development, recruitment & advertising, candidate screening, final interviews, discussion and evaluation, and employment agreement facilitation
 - Should a top candidate not be chosen from the full recruitment, the recruitment will be repeated with no additional professional fee
 - \$19,500 fee plus expenses including but not limited to advertising, direct mail announcements, interview binders and printing materials, delivery expenses, consultant travel including airfare, rental car, travel time, lodging, etc,

background checks performed by Sterling, any client required licenses, fees or taxes, and candidate travel expenses. In addition, a 3% charge will be added to all expenses which reflects City of Issaquah and Washington State B&O tax obligations

- Fee for additional services not provided
- Ability to meet insurance requirements not provided
- Mid-Willamette Valley Council of Governments (Utilized by the City of Dayton Oregon)
 - Located in Salem, Oregon
 - Approximate 18 to 20 week process including needs analysis and discovery, recruitment, screening and finalist selection, interview process and coordination of contract negotiations
 - If the Council does not find a suitable candidate MWVCOG will assist with continued recruitment at a reduced rate to be negotiated
 - Phased total fee of \$11,000 plus travel to Fairview for meetings with the City Council, actual cost of advertisement, printing and postage, meals and lodging if it is necessary for recruiter to stay in Fairview through interview process, \$400/candidate for reference interviews if more than three finalists are included, and actual cost for degree verification, credit check and criminal history if MWVCOG is billed for the expenses
 - \$100/hr fee for services beyond scope or if additional assistance with negotiating contract requires work beyond telephone assistance
 - Meet insurance requirements established by the City
- Waldron (recommended by the City of Hillsboro)
 - Located in Portland, Oregon with offices in Seattle and San Francisco
 - Approximate 13 week process including kickoff meeting, profile development, outreach and recruitment, candidate presentation and review and interview phase
 - Waldron will provide a one year search guarantee of the selected individual. If the individual leaves the position for any reason other than death, physical or mental incapacity or separation initiated by the client without cause, Waldron will conduct a replacement search on a cost-sharing basis at one third of the original search fee
 - \$25,000 flat fee, plus expenses including but not limited to advertising the position, candidate travel, background checks, and video conferencing. Early termination possible with prorated fee over a 90-day schedule
 - Fee for additional services not provided (Confirmed via phone that there will be no extra fees)
 - Ability to meet insurance requirements verified via phone

Please provide direction on how you would like to proceed with the recruitment.

City Manager					
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)		
			MIN	MID	MAX
Cornelius	11,910	City Manager	10,747.00	10,747.00	10,747.00
Sandy	10,170	City Manager	7,055.00	8,029.50	9,004.00
Newport	10,095	City Manager	9,775.00	9,775.00	9,775.00
Cottage Grove	9,840	City Manager	9,595.00	9,595.00	9,595.00
Monmouth	9,620	City Manager	10,571.08	10,571.08	10,571.08
Silverton	9,460	City Manager	8,995.55	8,995.55	8,995.55
Sweet Home	9,060	City Manager	7,160.00	7,767.00	8,374.00
Independence	8,605	City Manager	7,154.00	8,371.00	9,588.00
Stayton	7,700	City Administrator	8,374.58	8,374.58	8,374.58
		<i>Average</i>	8,825.25	9,136.19	9,447.13
		<i>Median</i>	8,995.55	8,995.55	9,588.00



RESOLUTION
(60 - 2015)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING THE
STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN HIRING A
CITY ADMINISTRATOR**

WHEREAS, the Fairview City Council held a workshop on October 7, 2015 to develop the position profile for the recruitment of the City Administrator; and

WHEREAS, the purpose of the position profile is to outline the criteria that will be used in reviewing City Administrator candidates in addition to the desired knowledge, skills, and abilities being sought.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The Fairview City Council hereby adopts the Position Profile for the City Administrator attached hereto as Exhibit A.

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 21st day of October, 2015.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

10-27-15

Date

POSITION PROFILE

City of Fairview, Oregon

City Administrator

\$100,000 - \$125,000 DOQ

(plus excellent benefits)

Closing Date:

November 6, 2015

THE CITY

The City of Fairview has a population of 8,980, encompasses 3.1 square miles and is 15 miles to the northeast of the City of Portland. The City Administrator is appointed by and serves at the pleasure of the Mayor and six-member City Council who are elected from the city at large. Fairview is a full-service city. Service areas include: Police, Planning, Public Works, Utilities, Economic Development, Finance, Administration, Recorder, Municipal Court, Economic Development, Parks and Recreation, and Building Services. Through Public Works, the city operates water, wastewater and storm water utilities, streets, economic development, land use, building and parks. Fire and emergency services are provided through an intergovernmental agreement with the City of Gresham, a neighboring city. The 2015-16 budget for all funds is \$18.5 million with \$3.1 million in capital outlay and there are 38 full time employees and three seasonal or part-time employees.

THE POSITION

The City Administrator serves as the appointed administrative officer, responsible to the mayor and council for all city functions and shall perform the day-to-day management responsibilities. This position manages the administration, finances and direction of City operations. It is one of three positions reporting directly to the elected City Council, along with the City Attorney (contracted) and Municipal Judge; and all other department heads report to the City Administrator.

Duties and responsibilities for the position are outlined in the City Code, Chapter 2. Examples include, but are not limited to:

- Development and control of the annual budget within guidelines defined by Oregon Budget Law
- Personnel administration, hiring and firing
- Community and intergovernmental relations
- Supervision of the city's department heads and other such departmental arrangements adopted by the City Council
- Act as the personnel officer, budget officer and purchasing agent for the city; these duties may be delegated but the Administrator remains responsible for the overall functions
- Confer with City department heads and others on varied operating and administrative issues and give general direction to, and review the services rendered by, City departments in light of City Council Goals
- Attend City Council regular and special meetings to present reports and decision options to the Council on issues of concern to the City
- Serve as professional advisor to the Council in its deliberations on policy and legislative issues
- Review departmental plans, programs and procedures to assure quality services are rendered by the City within policies set by the Council

CHALLENGES AND OPPORTUNITIES

Consideration of Joint Service Delivery

The City of Fairview provides building and fire services through existing intergovernmental agreements. The Council is interested in continuing to explore options for shared services with neighboring local governments. The services that will likely be considered for realignment or new intergovernmental agreement opportunities in the near future will be Police and Fire services. These service review processes will be challenging but may provide new opportunities for shared resources in the rural area of eastern Multnomah County.

Economic Development

Development in Fairview is on an upward trend. The City is reaching its capacity for expansion and much of the new development will need to be addressed through infill within the City or redevelopment of underdeveloped properties.

Levee System

The communities in eastern Multnomah County, along the Columbia River will need to enter into a joint project to evaluate and recertify the levee system that serves the area. If deficiencies are identified, the communities in the area will need to work to identify funding for costly repairs.

Other Emerging Issues

Other challenges and opportunities the next Administrator will need to work on include addressing the following: continuing the update of the City's master planning documents; maintaining a close relationship with the neighboring communities of Troutdale, Wood Village and Gresham; refining city policies and processes; development of a corridor through the City along Halsey Avenue; consideration of business incentives; and reviewing the development of a possible parks district in the region.

IDEAL CANDIDATE

Applicants are required to have a Bachelor's degree in Public/Business Administration or related field; a Master's in Public Administration or related field is preferred. A minimum of three years in public management is required, with at least two years in a supervisory capacity. Oregon experience is a plus but not required. Any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

The Council is looking for a competent Administrator with a proven track record of effective management in a public or private setting; at the manager/administrator, assistant manager, or department head level or equivalent. The ideal candidate will have successful experience managing and administering an organization, or department within an organization, that included supervision of employees, management of projects and programs, work with boards and commissions, working on intergovernmental projects and agreements, and serving the public. The Administrator should be energetic and willing to take on new projects as opportunities arise. The Council supports ongoing professional development and involvement in professional organizations.

It is important for the City Administrator to work well with the City Council. The successful candidate will understand the respective roles and responsibilities of the Council and the Administrator, and will be able to assist councilors and staff in understanding their roles. The Administrator must work closely with the City Council to assist in team building and reaching consensus. The Administrator should have the ability to build an atmosphere of trust, mutual respect and cooperation with the Council, department heads and staff. The Council wants to work with an Administrator who operates in a transparent environment and provides all relevant information to the Council, including options and professional opinions, to assist the Council in making informed policy and legislative decisions.

The successful candidate will have excellent social and communication skills. The Council is looking for someone who is both approachable and professional. The candidate must be open-minded and have the ability to build trust and establish rapport with the City Council, employees, citizens, regional stakeholders, other government entities, and city committee and commission members. This will require the ability to communicate effectively with different groups on a variety of issues, in writing and verbally. A customer service focus is important to the City Council.

Fairview is a full service city. The Council will be looking for someone with knowledge in the areas of:

- Budget and Finance
- Economic Development
- Public Safety
- Water, Sewer and Storm Water Utilities
- Planning and Land Use
- Transportation and Streets
- Parks and Recreation
- Intergovernmental Relations
- Contract Management
- Public Purchasing
- Human Resource and Risk Management



The Town of Warsaw, Virginia

is seeking a dynamic,
experienced leader to serve as its
next

Town Manager

Community Profile

Located on Virginia's historic Northern Neck, a peninsula bounded by the Potomac River to the north and the Rappahannock River to the south the Town of Warsaw is located in Richmond County approximately five miles north of the Rappahannock River. Warsaw is a participant in the national 'Main Street' program and is actively engaged in improving the downtown area through streetscape and façade improvements, as well as a wide variety of programs aimed at encouraging visitors to the downtown area.



Serving as the county seat of Richmond County since 1748, the Town of Warsaw has always been an important crossroads for the Northern Neck region. Historically, the Town has played an important role as a regional center of commerce, education and government as well as serving as the center of a region known for its historic landmarks. The Town of Warsaw consists of approximately 1,895 acres or 2.96 square miles and is home to a population of 1,498 (2013 U.S. Census estimate), and has seen modest growth since 2000. The population of the Town is projected to steadily increase over the next decade due to the area's transition from a rural economy to a more diversified service and industrial-based economy. Richmond County has also seen a steady and progressive growth.

Children living in the Town attend Richmond County schools which include one elementary, one middle and one high school. Students may also attend the Chesapeake Bay Governor's School for Marine and Environmental Sciences. Also located in the Town is the Warsaw Campus of Rappahannock Community College and within close proximity is the Richmond County campus of Stratford University.



Medical care is provided to Town residents through two area medical centers, Riverside Tappahannock Hospital, just nine miles from Warsaw, and Rappahannock General Hospital. Each hospital offers 24-hour emergency care, surgery and diagnostic services among other specialties. In addition, Warsaw Health Care nursing home provides long-term care for 180 patients seven private physicians have offices in Richmond County and serve the Town's and County's residents.

The Town of Warsaw serves as the commercial hub for the Northern Neck, with its busy downtown area offering over 100 businesses and a broad retail mix of grocery, specialty and department stores and has numerous new business expansions ongoing in the community. Warsaw is also located within an hour's drive of the city of Richmond, Virginia's state capital. Major travel routes through the Town of Warsaw are State Highway 3 and US Route 360, each of which bisects through the Town. The nearest airport is Richmond International Airport, located just one hour away.



Warsaw's Government and Structure

The Town of Warsaw is governed under the Council-Manager structure, consisting of a seven member council and an independently elected mayor, all of whom are elected by the citizens of Warsaw on a staggered term basis. The Town Council possesses all lawmaking powers, with the Mayor presiding over the Council. Under the Town Charter and the laws of the Commonwealth, the Council is charged with adopting ordinances, policies, and the Town's annual budget. Additionally, the Town Council is responsible for appointing a Town Manager and Town Attorney. The Town Manager is the Chief Administrative Officer for the Town and serves at the pleasure of the Council. The Town Manager has the responsibility for overseeing the Town's major department areas of police, planning and zoning, utilities and public works. The Town is operating with a Fiscal Year 2016 budget of \$2,623,925 for all operations.

The Town Manager's Position

Warsaw's Town Manager is charged with maintaining a smoothly functioning governmental system on a daily basis. The Manager's position is a charter-appointed position which is directly accountable to the Council and the Manager serves as an 'at will' employee. The Manager is responsible for ensuring a high level of quality services are provided to the Town's citizens in an efficient manner. Additionally, the Town Manager serves as the legislative liaison for the Council, develops the Town's annual budget for Council review and approval, prepares monthly Council agendas, develops options for Council consideration in regard to pending or future issues and resolves problems in regard to service related issues. The Manager also provides for effective communication with other agencies of government at the local, state and federal level to ensure that the Town Council is well-informed and the Town is in conformance with appropriate federal and state laws and regulatory requirements.



The Town of Warsaw, Virginia Town Manager Profile

Position Requirements

Education and Experience

The successful candidate will possess a bachelor's degree in business or public administration, planning or a related field with a graduate degree preferred. A minimum of five (5) years of senior management experience in a comparable local government or related organization is required. Candidates with private sector experience must demonstrate an understanding of municipal government and its challenges and may be considered on a case-by-case basis. Past local government experience of the candidate must show a high level of interest and successful achievement in areas that include economic and community development, redevelopment, working with and understanding the needs of existing businesses, understanding the needs and challenges of working in a small town setting, building Council and community consensus and dealing with human resources and budget issues.

Skills and Past Performance

Administrative Ability

The Town Manager must be willing to devote whatever time is necessary to achieve the goals and directives established by the Council tracking staff progress and managing projects and programs to ensure completion in a timely fashion. Must have demonstrated a high level of performance in working with a governing board to build consensus on issues. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important. Must demonstrate an understanding of the growing nature of transparency in all public processes.

Town Manager-Council Relations

Ability to take time and interest in working with Council members to keep them informed and explain technical processes in understandable terms. Must be able to adequately inform the Council concerning issues and projects on a regular basis so there are no surprises. The Manager must be able to accept constructive criticism and to implement needed changes incorporating new ideas, when needed. Candidate must be open and honest with the Council, providing a balanced assessment of the practicality of new proposals, and must be able to present well thought out recommendations for issues and problems which affect the Town. The individual should be able to interpret and carry out Council's priorities and the intentions and direction of the Council enthusiastically.

Budget and Finance

Should have demonstrated prior experience in successfully managing a budget with emphasis on efficient utilization of available resources in a challenging fiscal environment. Must be able to develop a budget, delivered in a timely fashion that is "transparent" and understandable to elected officials and citizens and targets the use of scarce resources in a well thought - out and prioritized manner.

Human Resource Management

Must demonstrate a personality that can communicate the Council's goals and the Town's needs to employees in a concise and open fashion. Must be able to motivate employees and demonstrate fairness in dealing with staff while holding all staff accountable for their performance. Should have demonstrated a commitment to teambuilding, equal employment opportunity and mentoring of staff with the desire to ensure staff is service oriented. Must have demonstrated an ability to select well-qualified and motivated staff.

Economic Development

Must have skills in successfully initiating and completing a wide range of redevelopment projects in a small town setting and should have sensitivity to and experience in implementing a 'downtown' improvement program.

Community Relations

Must have a desire to work with a diverse community demonstrating success in incorporating a wide range of opinions into potential solutions to problems. Excellent listening and communication skills with all segments of the community are a must. Must be able to present a confident image of Warsaw's town government to the community and demonstrate a positive, productive attitude to all citizens and businesses of the community.

Intergovernmental Relations

Must be able to develop and maintain a good working relationship with area local governments and significant institutions within the area/region, community organizations and state and federal agencies.

Professional Skills and Management Style

- Strong professional in all aspects of local government management who is able to 'roll up their sleeves'
- Service oriented leader in approach to working with the public and the Mayor and Council
- Ability to craft a position of "what is possible", serving as a partner with the Council and staff with the ability to take reasoned risks, while employing creative and innovative thinking to forge solutions to problems
- Strong analytical skills, an "idea" person who is able to think and act strategically and globally while looking at issues from all aspects before making a recommendation
- Collaborative in dealing with others and comfortable in developing shared solutions
- Strong and enthusiastic in presenting ideas, while being respectful of others opinions
- Ability to manage with confidence and the courage to "present the good news with the bad" and do what's right, even in the face of adversity
- Team builder, who mentors staff and believes in building staff capabilities
- People person who understands and enjoys working with a variety of different personalities
- Fair in approach to decision making yet firm in application of policies, rules and laws when needed
- Clearly understands the role of the Town Council while standing up for the role of the Town Manager
- Organized, with a keen attention for detail, while timely and open in his or her response to requests for information from all sources
- Recognizes the importance of others ideas and viewpoints and maintains good public relations with citizens, community groups, the Council, staff, and regional leaders.
- Willing to be the visible leader of staff, setting a positive tone even during difficult periods
- Ability to communicate with various constituencies without intimidation or condescension

Personal Traits

- Ethical with high moral standards, honest, trustworthy, open and candid
- Creative, flexible, energetic and enthusiastic
- Self-starter, hardworking; leads by setting an example for others
- Accessible and approachable, comfortable as 'to who they are' in working with a wide range of different types of personalities

- Proactive in dealing with issues; decisive in actions
- Compassionate in dealing with problems while caring about outcomes
- Strong, self-confident, tactful, discreet, diplomatic
- Personable with a sense of humor

Compensation and Benefits

The salary for the position is negotiable, based on qualifications and experience. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

Application & Selection Process

The application deadline is June 5, 2016. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references online by visiting Waters & Company Executive Recruitment (WCER) website at <https://waters-company.recruitmenthome.com>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by the Town of Warsaw. The Town will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Warsaw during the month of May 2016. For more information, please contact **John Anzivino** at richmond@springsted.com.

The Town of Warsaw is an Equal Opportunity Employer.



CITY ADMINISTRATOR

\$92,700 - \$120,507

First Review:
April 24, 2016
(Open Until Filled)

Apply at
www.prothman.com

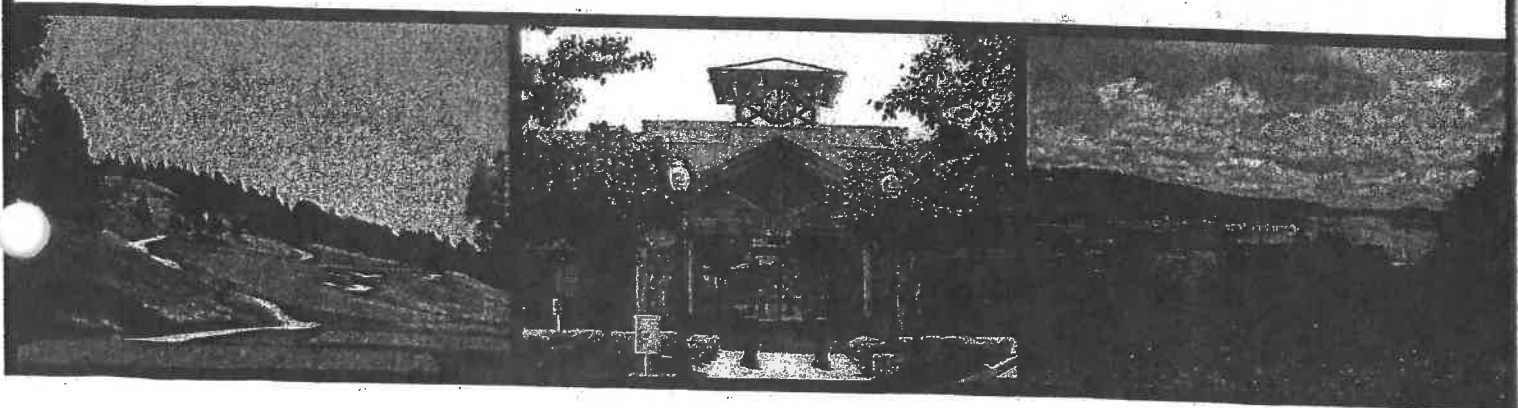
Dear Colleague,

Prothman is currently recruiting for the **City Administrator** position for the **City of Shelton, Washington**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other senior public sector management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

PROTHMAN



WHY APPLY?



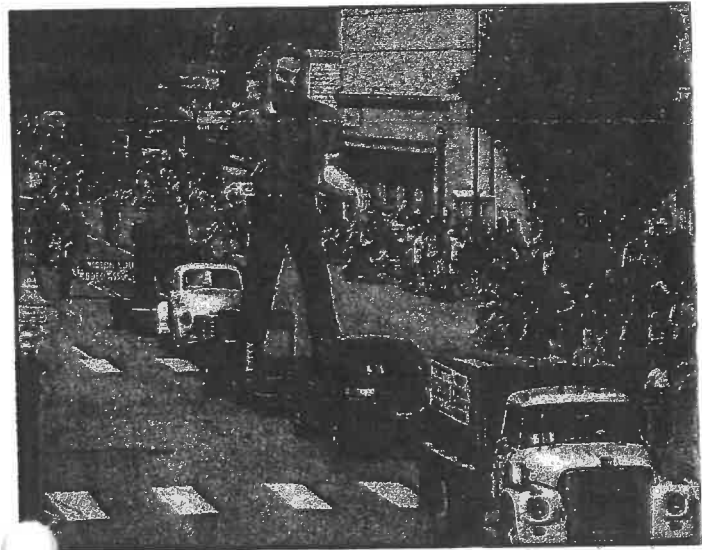
Located 20 minutes northwest of Olympia and a ferry ride away from Seattle, Shelton sits on the shores of Oakland Bay near the southern-most tip of Puget Sound. Just minutes from the stunning Hood

Canal and majestic Olympic Mountains, Shelton offers a mixture of small community feel, natural beauty, and outdoor adventure.

This is an excellent career opportunity for a dedicated professional looking for a challenging and rewarding opportunity in an amazingly beautiful place to live!

THE COMMUNITY

Located in Mason County, Shelton is the county seat and occupies an area of 6.1 square miles. Named after David Shelton, a delegate to the territorial legislature, the city was incorporated in 1890. With over 10,000 residents today, the City is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy is expanding in other areas, as well. The City has approved a 600-acre planned community and is working on a 1,200-acre urban growth area expansion for industrial development.



Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. It's clear deep waters provide world-class shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.

THE CITY & POSITION

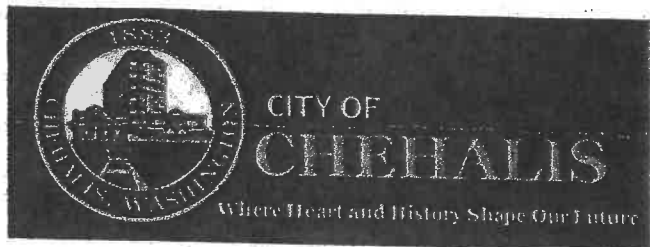
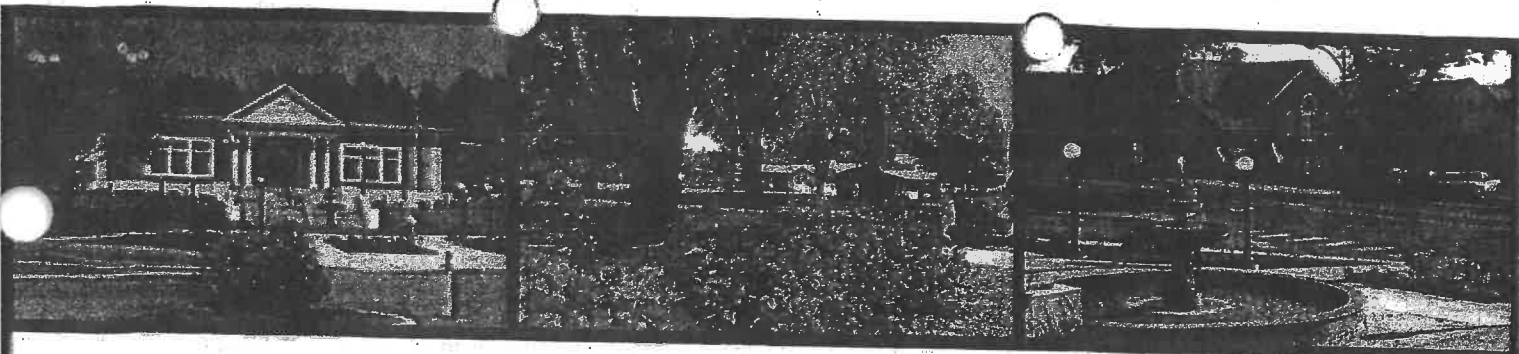
Shelton is a full-service city that provides a wide range of municipal services, including City Administration, City Clerk, Community and Economic Development, Finance, Municipal Court, Police, Public Works, and Parks & Recreation. Fire service is provided by Central Mason Fire & Rescue. Shelton is the only city in Washington to utilize the Commission form of government, which works well in Shelton. Each of the three Commissioners are personally dedicated to ensuring that the City Administrator and the Commission continue to work together successfully.

Current City Administrator, Dave O'Leary is retiring after 12 years with Shelton. He is the third Administrator in the city's history going back to 1984, when the position was created. The City has 83 fulltime employees, and a total budget of 46 million, including a general fund of 12.9 million.

Appointed by majority vote of the City Commission, the City Administrator is responsible for overall administration of City business and the oversight and supervision of all City departments. The City Administrator ensures that the City Commission goals, policies, and directives are carried out by the appropriate City departments and is also responsible for preparation of the annual budget, controlling expenditures, human resource management, intergovernmental relations, legislative activities, and a variety of other duties related to management of the City.

Please visit www.prothman.com to review the detailed position profile and compensation package.

Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!



CITY MANAGER

\$130,000 - \$145,000

Apply by:
May 1, 2016
Open Until Filled

Apply at
www.prothman.com

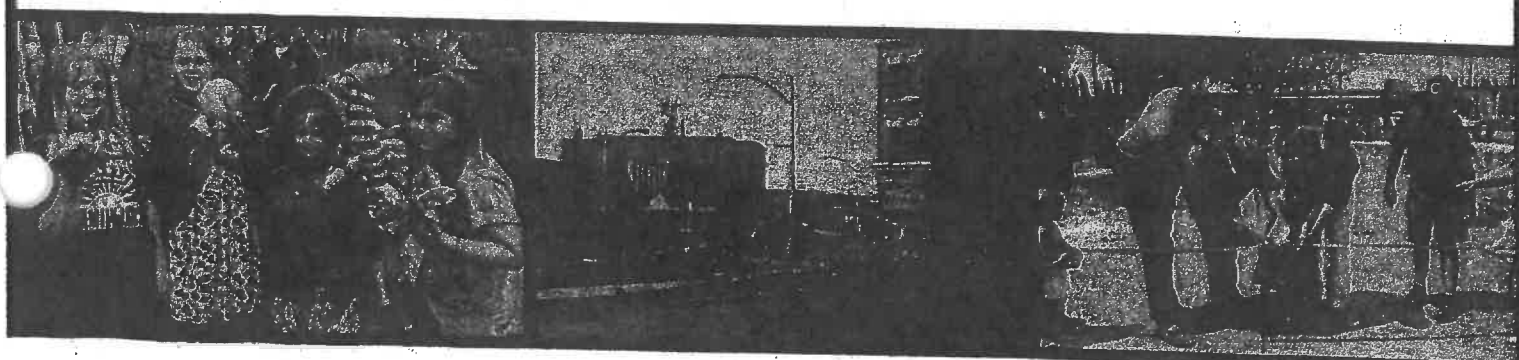
Dear Colleague,

Prothman is currently recruiting for the **City Manager** position for the **City of Chehalis, Washington**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other senior public sector management professionals who may be ready for this next step in their career.

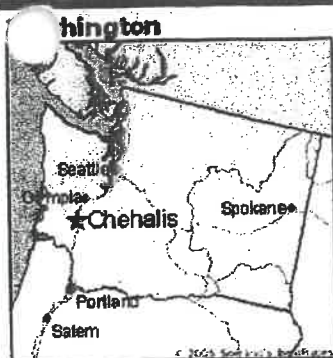
Thank you for your consideration and help!

The Prothman Company

PROTHMAN



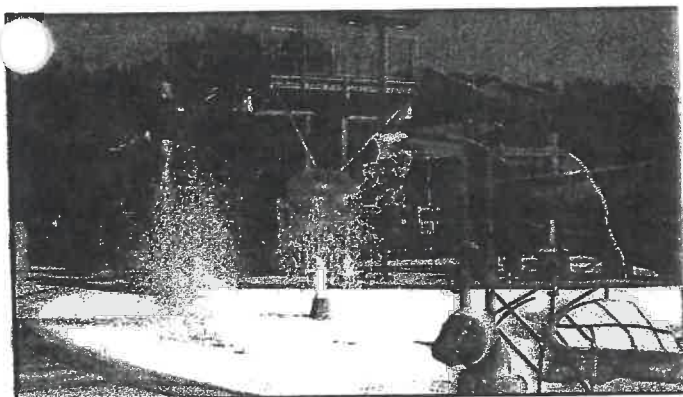
WHY APPLY?



Nestled in a valley of forested hills and farmland, Chehalis is a vital and growing historic town that takes pride in its family-oriented community. Positioned halfway between Seattle and Portland, Chehalis is ideally located to enjoy all the Pacific Northwest has to offer, including year round outdoor recreation and breathtaking landscapes with views of Mt. Rainier, Mt. Adams, and Mount St. Helens in the distance.

Chehalis offers a dedicated and innovative public sector professional the opportunity to work with a council and staff who deeply care for the community's best interests. The City is growing and looking for someone to lead it into the next level of professionalism and expansion while maintaining its special values that make people proud to call Chehalis home.

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THE COMMUNITY

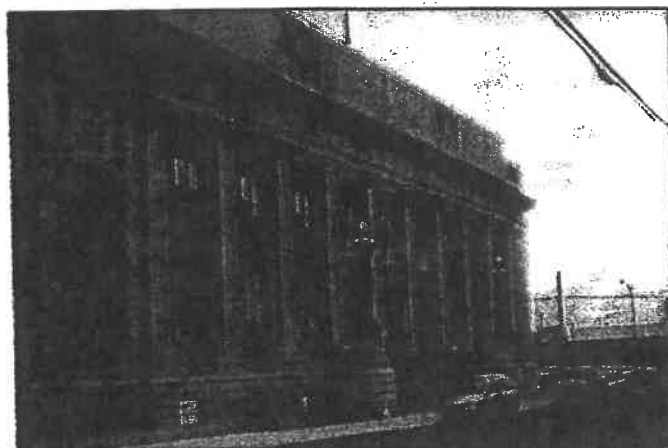
Chehalis is a close-knit community where historic charm, character, and a rich heritage are preserved and cherished. Chehalis is the county seat of Lewis County and has a population of about 7,500 residents with a daytime population estimated to be closer to 50,000 due to a new commercial development that has turned the City into a major regional service provider.

Residents have quick and easy access to many cultural activities, fairs, concerts and a wide assortment of annual events. From its start as a pioneer logging, milling and agricultural community to today's mix of

residential, retail, light industrial and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support.

The city has over 300 acres of parks with an exceptionally popular recreation program, including a newly remodeled outdoor aquatics center. The Chehalis River, which runs through town, is a popular spot for kayaking and rafting. Chehalis is a frequent stop by bicyclists on the annual Seattle to Portland Bike Ride.

The Chehalis School District serves 2,600 students with comprehensive and challenging academic and extra-curricular programs. Centralia College is nearby, offering over 50 academic and transfer programs, including newly accredited Bachelor of Applied Science programs.



THE CITY & THE POSITION

Incorporated in 1883, the City of Chehalis operates as a council-manager form of government. The City Council is comprised of a mayor and six councilors. The City has approximately 90 fulltime employees with a general fund balance of approximately \$8.5 million with healthy financial reserves. Departments include City Clerk, Court, Airport, Human Resources, Finance, Public Works, Police, Fire and Community Development.

Under policy direction from City Council, the City Manager serves as the Chief Executive Officer for the City and is responsible for promoting City Council's goals and ensuring that policies are effectively and efficiently implemented and enforced.

Please visit www.prothman.com to review the detailed position profile and compensation package.

Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!