

CITY OF STEVENSON CITY ADMINISTRATOR

Posted July 13, 2017

Open until filled – first review August 1, 2017

The City of Stevenson, Washington, is recruiting for City Administrator. The City Administrator works under the broad policy guidance of the Mayor to perform high level administrative, technical and professional work in directing and supervising the administration of city government. The City Administrator provides leadership for the management and execution of policies and objectives set by the Mayor and City Council, the development of solutions to community problems for council consideration, community relations, personnel administration, preparation of the annual budget and State-required financial reports, contract management, grant writing and administration, interagency coordination, and general policy research for City Council. The City Administrator oversees all City operations and reports directly to the Mayor.

Other specific responsibilities include:

- Serves as the City's treasurer. Is responsible for general governmental accounting including oversight of the accounting system, financial records, accounts payable and purchasing, and payroll. Is responsible for preparing, overseeing, and monitoring the annual budget. Works with and supervises staff for preparation of the annual financial report and the annual financial audit by the State Auditor's Office. Prepares state-required reports and short and long-term financial forecasts. Audits all City expenditures.
- Has responsibility for oversight of city personnel. Includes supervision of department heads, staff training, evaluations, and general strategic planning. Oversees compliance with local, state and federal labor-related regulations. Manages recruitment and discipline / dismissal issues. Administers and oversees employee health insurance and other employee benefit programs.
- Manages City contracts for compliance and performance. Negotiates contracts.
- Maintains City compliance with state and federal mandates. Prepares city ordinances and resolutions. Acts as risk manager for the City. Maintains accident files.
- Oversees City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Represents the City on various boards and committees as directed by the Mayor. Serves as City Clerk. Acts as a liaison with other governmental organizations. Responds to citizen complaints and inquiries and coordinates Mayor and council responses to these complaints.

The Ideal Candidate:

The City of Stevenson is looking for a progressive "hands-on" working administrator who understands all aspects of municipal government. This position requires experience and training in government management, financial/accounting systems and operations, contract management, program design and development, grant writing and administration, personnel administration, and general policy research.

The ideal candidate must have a strong background and interest in the finances of the City and a proven track record of responsible budget and financial management. The City Administrator should have a strong understanding of cash-basis accounting and reporting and a general understanding of GAAP.

The ideal candidate will have excellent interpersonal skills in working with the Mayor and City Council members, both individually and as a corporate body. He or she will be able to assist Council Members in team building and reaching consensus and building an atmosphere of trust, mutual respect and cooperation.

Stevenson is seeking a strong leader who will hold staff accountable and be able to make the tough decisions when necessary. He or she will delegate appropriately and have the ability to foster a strong team environment. The ideal candidate will lead by collaboration and will be a good listener who consistently deals well with personnel throughout all levels of the organization.

Experience and Education:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and previous government experience.

Considerable knowledge of modern policies and practices of public administration; working knowledge of public sector finance, accounting, project management, grant writing and community development.

Compensation and Benefits:

- Annual Salary of \$72,000 – \$95,000 depending on qualifications and experience
- Medical and dental insurance for employee and dependents
- Washington State PERS
- Voluntary Deferred Compensation plan
- 10 paid holidays per year
- 12+ vacation days per year (to maximum accruals)
- 2 personal leave days per year
- 12 days sick leave per year (to maximum accruals)

To Apply: Applications are available at Stevenson City Hall or on the City's website at www.ci.stevenson.wa.us. Submit an application, a cover letter, and a resume to City Hall at 7121 E Loop Rd, PO Box 371, Stevenson WA 98648, or by email to Carla@ci.stevenson.wa.us.

Open until filled, first review of applications is scheduled for August 1, 2017. The City of Stevenson is an Equal Opportunity Employer.