



# The City of Snohomish, Washington



is seeking a

## City Administrator

\$129,000 to \$142,000 annually, plus excellent benefits  
(2018 Salary Under Review)



*Incorporated in 1890, the City of Snohomish is located just 30 miles northeast of downtown Seattle. The City is 3.16 square miles in area and has a population of approximately 10,000. Snohomish is considered to be one of the most livable small communities in Western Washington. The City of Snohomish maintains its small town, friendly atmosphere, but also projects an underlying sense of energy and potential growth. Residents are intent on maintaining a quality of life by effectively managing growth and ensuring that the City's high quality municipal services are maintained in all operational areas.*

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(360) 282-3155, FAX: (360) 568-1375  
[www.snohomishwa.gov](http://www.snohomishwa.gov)

**THE COMMUNITY:**

Located in the heart of the Pacific Northwest, along the banks of the Snohomish River, the City of Snohomish is a community that maintains ties to the past while progressively shaping its future as the home of 10,000 residents. The City of Snohomish is located in one of the fastest growing counties in the State and is known as the “Antique Capital of the Northwest.” The City is the third oldest city in the State of Washington and contains a significant National Historic District. Its ideal location, just 30 miles northeast of downtown Seattle, provides residents with easy access to a wide variety of recreational, cultural and educational opportunities.

**CITY GOVERNMENT:**

The City of Snohomish utilizes a mayor-council plan of government, with an elected strong mayor and council elected at-large. Mayor John Kartak is currently serving his first term in office, following a recent change in plan of government from the council-manager plan of government. Snohomish has a cohesive city council, with a mayor, council, city administrator and leadership staff who are committed to work collaboratively to meet the stated goals of the City, as determined by the City Council and as reflected in the City’s Strategic Plan, “Imagine Snohomish: Promoting Vitality and Preserving Character.”

The City Administrator reports directly to the Mayor, who has direct administrative oversight of a full service City run by four Department Directors. Forty-five (45) full-time employees provide City services, with the Mayor guiding an \$22 million operating budget and a total budget of \$27 million (all funds).

**DEPARTMENT OVERVIEW:**

The Mayor and City Administrator provide support to the Mayor’s Office and City Council, and are responsible for overseeing department directors, addressing citizen concerns, providing oversight for the city’s budget, and focusing on economic development, police contract oversight and effectiveness, community relations, workforce culture, quality of life initiative, transparency and accountability in city government.

**THE POSITION:**

The City Administrator is appointed by the Mayor, subject to confirmation of the City Council and will be employed pursuant to an employment contract. Under the direction and authority of the Mayor, the City

Administrator will work in partnership with the Mayor to achieve the stated goals of the City through effective leadership, customer service and creative approaches to addressing challenges facing the City. The City Administrator performs administrative duties outlined in City Code involving directing, coordinating and facilitating City projects, programs and policies, and reviewing and making recommendations on complex personnel and performance issues, policy interpretations and resource allocation issues. The City Administrator must be a strong mentor and coach to department leadership to create and accomplish the objective of making Snohomish a successful City.

**Necessary Knowledge, Skills and Abilities:**

- Ability to work directly with the Mayor in development and recommendation of policies and procedures for the effective management of the City.
- Ability to establish cooperation and effective communication within the Executive Department, City Council and with other City departments, outside agencies, private organizations and the public.
- Proven record of understanding the rules and regulations of municipal governance, including, but not limited to finance, law, public safety, economic development and public works.
- Candidates must have strong communication skills, and be respectful and respected in bringing teams together.

**EDUCATION AND EXPERIENCE:**

A bachelor’s degree in Public Administration, Business Management or a related field, and seven to ten years of progressively responsible administrative and supervisory municipal or public sector administration and management experience is required. Possession of a valid Washington State Driver’s License.

**OTHER REQUIREMENTS:**

Must successfully pass pre-employment criminal background and driver records check.

**COMPENSATION AND BENEFITS:**

The salary for this position is established through employment contract and City policies. The annual range is \$129,000 to \$142,000 (2018 Salary Under Review). Placement within the range will be dependent upon the qualifications and experience of the selected candidate. An excellent benefit package provides medical insurance, dental and vision coverage, life, short-term, and long-term disability insurance.

**TO APPLY**

**Apply online or download application materials: [www.snohomishwa.gov](http://www.snohomishwa.gov)**

**Open until filled. Next application review: Friday, January 12, 2018**

**The City of Snohomish is an equal opportunity employer**