

**CITY OF MUKILTEO**

# **CITY ADMINISTRATOR**

**RECRUITMENT**

**\$10,433.74 - \$12,433.59** per month

**JOB APPLICATION PERIOD, JANUARY 16TH – FEBRUARY 5TH**





CITY OF  
**MUKILTEO**

# **CITY ADMINISTRATOR**

## **THE POSITION**

Serves as a key member of the City's Executive Leadership Team. Under the direction of the Mayor, the City Administrator assists in the overall administration of the affairs of the City. Responsibilities include supporting the Mayor and City Council in all internal and external operations of the City, representing the City to the public and other agencies, developing and implementing short- and long-term organizational goals, initiating, evaluating, formulating and implementing public policy, programs and procedures. Individuals are expected to apply an extensive knowledge of the principles and techniques of local governmental management, administration and operations. Work is subject to review and direction by the Mayor through discussions and analysis of recommendations and reports.

## **IDEAL CANDIDATE**

The ideal candidate will be an experienced, respected professional leader with a strong sense of integrity and a proven record of team building and mentoring. The City Administrator will be an innovative problem solver and will exemplify a strong public sector management acumen. The City Administrator must have strong verbal and written communication skills with the ability to address multiple types of public audiences and the ability to resolve conflicts and gain cooperation among competing interest groups. Areas of particular focus will include the ability to develop and maintain productive relationships with elected officials, City staff, community leaders, advisory boards, the news media and the general public. The City Administrator should also demonstrate strong fiscal and management skills to handle the department's budget. The City Administrator will have knowledge of municipal political environment and sensitivities, and how to function effectively in that environment.

## **EXPERIENCE AND EDUCATION**

Any equivalent combination of education which provides the applicant with knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and ability would be:

- **Experience:** Five or more years of progressively complex public sector management experience in governmental operating departments or municipal management. Proven track record in budget development and management and project planning and development desired. Solid negotiator with experience in labor relations and collective bargaining desired.
- **Education:** Minimum of a Bachelor of Arts Degree in Public Administration, Business Administration or related field. Advanced education at the Graduate level is preferred.
- **License or Certificate:** Valid Washington State driver's license.

## **SPECIAL REQUIREMENTS**

The finalist will need to successfully complete a criminal and driver's background check.

## **COMPENSATION AND BENEFITS**

Benefits include a comprehensive medical, dental, orthodontia, vision, life insurance, and long-term disability insurance; enrollment in the Public Employees' Retirement System (PERS); Voluntary 457 Deferred Compensation Plans; professional development opportunities; and a generous paid leave package including 12 holidays, 13 vacation days, 12 sick days, and 54 hours of compensatory time. The position is FLSA exempt. The City of Mukilteo is an equal employment opportunity employer.



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# CITY ADMINISTRATOR

## OUR COMMUNITY

Mukilteo is a waterfront community situated on Puget Sound, approximately 25 miles north of Seattle. This scenic area has views of the Olympic Mountains to the west and the Northern Cascade Mountains to the north and east. Mukilteo retains its friendly hospitality and welcomes visitors with its beautiful setting by the Sound.

Today the city's population is 21,070 and its diverse residents continue to share a great sense of pride, history and tradition of community involvement. Mukilteo amenities include an award winning public golf course, quaint shopping areas, restaurants, financial institutions, and several parks and open spaces for recreational opportunities. The city is also a neighbor to the Boeing Company, Paine Field-Everett Airport and other major employers along a technology corridor that reaches from northern King County through Mukilteo. The city provides police and fire services, street improvements and maintenance, community development services, general administrative services, parks and recreation management, and owns and operates a storm drainage utility. The City is facilitating a waterfront redevelopment process, implementing a pedestrian and bike plan, and other park master plans. Though most areas are developed and built out, Mukilteo continues to grow.

## MAYOR'S VISION FOR MUKILTEO

- **Budget efficiently and effectively** to align with our priorities
- Support **diversity and inclusiveness in our community**
- **Plan well** and **look forward to the future** in decision making
- Ensure residents are **safe** in our homes and neighborhoods
- **Empower** City employees to collaborate, support and serve
- Provide high quality two-way **communications** with residents and encourage full **participation** in City government
- Manage **appropriate growth** that minimizes environmental impact and uses land efficiently
- Improve **accessibility and mobility** to destinations throughout our community
- Ensure **access to quality recreation & cultural** facilities and services for residents of all ages
- Support local businesses to ensure a **healthy economy**

## THE DEPARTMENT

- Executive Department – Mayor, City Administrator, City Clerk, Executive Assistant, HR Manager
- Supervises Executive Department staff members. May supervise Department Directors as assigned.



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# CITY ADMINISTRATOR

## RECRUITMENT SCHEDULE

Job Application Period, January 16th – February 5th

Executive Interviews – Tuesday, February 25th

Potential Hire Date – April 1st

## EXPERIENCE AND EDUCATION

All applicants must submit an application through the NEOGOV applicant system including a resume (three pages maximum), responses to supplemental questions and a detailed cover letter (two-page maximum) that describes your experience, leadership style, and why you are interested in the position.

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## SUPPLEMENTAL QUESTIONS

Answers to each question are listed on the City's job announcement. Candidates will answer the following questions during the application process.

(1) Describe your experience in public sector management including working with an agency's legislative body, community engagement efforts, and financial planning.

(2) This position oversees the City's risk management function. Describe your experience in risk management as it relates to public safety, finance and legal, and claims management.

(3) Describe your experience with the following:

- coaching and mentoring
- employee development
- labor relations
- administering discipline
- employee discharges

(4) Describe your experience working with public safety and public safety management.

(5) Describe your experience with participating on employee and internal committee's and the role you held.

(6) What role does the City Administrator have in supporting the Mayor's vision?