



CITY MANAGER

Department: Administration

Classification: Full-time, Exempt

Salary Range: \$179,000 - \$244,000 Annually (Commensurate with city size and experience)

Reports to: City Council

Position Summary

Serving as the Chief Executive Officer (CEO) and administrative head of the City of Washougal, the City Manager is appointed by and reports to the City Council. The position is responsible for the enforcement of all laws and ordinances, the administration of all city departments, and the implementation of policies established by the legislative body. The City Manager provides professional leadership, stable organizational management, and fiscal stewardship for a mid-sized Washington community.

Statutory Powers and Duties (Per RCW 35A.13.080)

- **Chief Administration:** Direct, supervise, and coordinate the administration of all departments, offices, and agencies of the city.
- **Personnel Authority:** Appoint, discipline, or remove all department heads and city employees, subject to civil service regulations where applicable.
- **Policy Implementation:** See that all laws, provisions of the city code, and acts of the City Council are faithfully executed.
- **Financial Management:** Prepare and submit the annual or biennial budget to the City Council and administer the adopted budget.
- **Council Advisory:** Attend all City Council meetings, report on the financial and administrative condition of the city and recommend measures for adoption.

Key Responsibilities & Operational Focus

- **Fiscal Management:** Oversee long-term financial planning, capital improvement programs (CIP), and diverse revenue streams while maintaining alignment with Washington State Auditor guidelines.
- **Strategic Planning:** Partner with the City Council to execute the city's strategic vision, comprehensive plan, and regional economic development goals.
- **Labor Relations:** Oversee collective bargaining negotiations with public sector unions and promote a highly collaborative, equitable, and professional workplace environment.

- **Intergovernmental Relations:** Represent the city's interests before county, regional, and state bodies, including the Association of Washington Cities (AWC).
- **Community Engagement:** Maintain transparent communication with residents, business owners, and media outlets; resolve community concerns with high emotional intelligence.

Minimum Qualifications

- **Education:** Bachelor's degree in Public Administration, Business Administration, Civil Engineering, or a closely related field. A Master of Public Administration (MPA) or Master of Business Administration (MBA) is highly preferred.
- **Experience:** 7 to 10 years of progressive executive-level management experience in municipal government, preferably as a City Manager, Deputy/Assistant City Manager, or department director.
- **Legal Knowledge:** Deep familiarity with Washington State municipal structures, including the Open Public Meetings Act (OPMA), Public Records Act (PRA), and the Growth Management Act (GMA).
- **Professional Certification:** Credentialed Manager (ICMA-CM) status through the International City/County Management Association is strongly desired.

Core Competencies

- **Council-Manager Synergy:** Ability to maintain a collaborative, apolitical, and transparent relationship with a multi-member elected council.
- **Leadership & Integrity:** High ethical standards with a proven track record of cultivating organizational accountability and diversity.
- **Communication:** Exceptional public speaking and technical writing skills; ability to translate complex municipal data into clear, accessible information for the public.