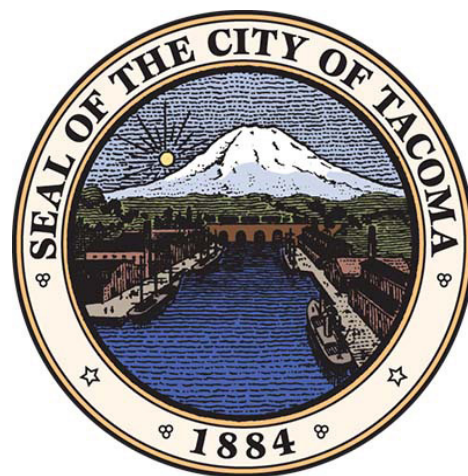




Welcome to the City of Tacoma, Washington

City Manager Position Available—Apply by March 29, 2017



Tacoma is a mid-sized urban port city of nearly 210,000. As the third largest city in the state of Washington, Tacoma is a diverse, progressive, international city that serves as a gateway to the Puget Sound, Pacific Rim and the rest of the world.

Named one of the most livable areas in the country by Livability.com, Tacoma's urban core has steadily evolved since the 1990s, propelled by significant developments such as the University of Washington Tacoma, the Tacoma Link light rail system, a high density of art and history museums, the restored urban waterfront of the Thea Foss Waterway and Point Ruston, and the expansions of the MultiCare and Franciscan health systems. Tacoma also serves as a base for a number of large companies, including State Farm Insurance, BNY Mellon, Columbia Bank and Key Bank. In

addition, Tacoma has seen the arrival and expansion of a number of tech industry firms as Tacoma Public Utilities has invested more than \$100 million in 700 miles of fiber to create Tacoma's high-speed communications network.

Tacoma is home to a vibrant, creative community of emerging writers, artists and musicians, photographers, filmmakers, culinarians, entrepreneurs and small business owners, each adding their own unique flair to the city's flourishing commercial landscape. Tacoma is also home to the iconic Tacoma Dome, the largest indoor venue in Washington State, drawing some of the largest names in the entertainment industry and audiences across the Pacific Northwest region.

The City continues to attract families and individuals seeking distinct neighborhoods with charm, character and big city amenities. Downtown Tacoma, specifically, has become a magnet for those seeking urban lifestyles without compromise, with competitively priced, well-appointed condominiums and apartments set against a picturesque backdrop of Mt. Rainier and the Puget Sound.

Tacoma's natural beauty and proximity to Mt. Rainier and the Puget Sound draws hikers, runners, bicyclists and maritime enthusiasts to the area. The lively social scene in Tacoma is further invigorated by the thousands of students attending the University of Washington Tacoma, the University of Puget Sound, the Evergreen State College Tacoma campus, Tacoma Community College, as well as a number of local trade and technical colleges.

Tacoma's prime location in the region—just 20 minutes south of the Seattle-Tacoma International Airport, 30 minutes north of the state capital in Olympia, and 20 minutes from Joint Base Lewis-McChord, the Department of Defense's premiere military installation on the West Coast - only adds to Tacoma's desirability.

CITY GOVERNMENT

The City of Tacoma operates under the Council-Manager form of government with a Mayor and eight Council Members. The Mayor, five District representatives and three at-large members serve four-year overlapping terms. The City Council appoints the City Manager, who is responsible for the day-to-day operations of City departments and staff. The City Manager appointment is subject to reconfirmation by the City Council every two years. The City Manager selects and manages the activities of the Assistant City Manager, Assistant to the City Manager and Department Directors. Tacoma Public Utilities – a City department responsible for Power, Water, Rail operations and the Click! Cable network—is managed by a Director who is selected by a five-member Public Utility Board and whose members are, in turn, appointed by the Mayor and City Council.

The City currently employs approximately 3,720 employees. Of this number, approximately 2,223 are general government employees who report to the City Manager and approximately 1,487 employees report to the Tacoma Public Utilities Director.

The City's 2017-2018 Biennial Budget totals \$3.167 billion and includes all funds managed by the City, such as Power, Water, Solid Waste, and the General Fund. The General Fund makes up 14 percent, or \$461 million, of the City's total adopted budget. When developing the 2017-2018 Biennial Budget, the City addressed a \$6.7 million shortfall between revenues and expenditures by balancing the need for savings with the effective delivery of core services.

The 2017-2018 Adopted Budget demonstrates the City's commitment to strong financial management and responsibility. It prioritizes funding between existing services, deferred maintenance, and new or expanded services, and reflects and focuses on the City's core



mission and basic services. It enhances public safety, improves housing and homeless services, addresses deferred maintenance and infrastructure needs, and expands several key service areas. In addition, the Budget also includes enhanced performance-oriented measures to help the City reach its residents' vision of Tacoma as prioritized in the community-developed strategic plan, Tacoma 2025.

POSITION PROFILE

The City of Tacoma seeks an experienced municipal executive to serve as its next City Manager. The City Manager is the organization's chief administrative and executive head, and is responsible for facilitating the agenda of the City Council and administrating business in the best interest of the City at all times. The City Manager must build and maintain an effective working relationship with the City Council through trust, transparency, and consistent communication. The City Manager must be a proven leader who is personally dedicated to and demonstrates a willingness and ability to foster and maintain positive professional relationships among City departments, with intergovernmental and regulatory agencies, and with various public and private groups. This top professional will have an open style of communication with strong people skills, re-enforcing and encouraging easy access and open dialogue with the Executive Leadership Team, Executive Management Team and frontline staff.

The ideal candidate is one who truly enjoys working in public service, and appreciates and encourages a civically engaged community.

This is a new vacancy that has become available due to the incumbent recently leaving the City to accept an opportunity in another municipality.

KEY RESPONSIBILITIES

- Achieve City Council Goals and Strategic Objectives within the confines of available resources through effective oversight of all General Government departments and offices of the City of Tacoma.
- Promote the City of Tacoma's mission, vision and guiding principles through effective communication within the organization and in interactions with the public and other agencies.
- Provide vision, leadership, direction and standards of accountability in the development of short and long-term organizational plans.
- Prepare and propose a balanced biennial budget and salary compensation plan for City Council approval; advise City Council on current and future financial conditions of the City.
- Manage all activities of the Committees, Boards and Commissions and other City appointed boards consistent with City Council Goals and Strategic Objectives.
- Provide professional advice and support to the City Council, including analysis of a wide array of City policies, with frequent updates and reports.
- Recommend to the City Council such measures deemed necessary or expedient to achieve compliance with state or federal law, or improved delivery of public services.
- Confer with residents, business and community leaders, and other individuals, groups, and outside entities having an interest or potential interest in engaging with

the City government; interpret, analyze, and explain policies, procedures, and programs.

- Collaborate with local, state, and regional officials and agency boards to achieve City Council Goals and Strategic Objectives.

CANDIDATE PROFILE

The ideal candidate must demonstrate previous success as a strong leader with executive level skills in personnel management, interpersonal communications and strategic planning. This individual must have a results-driven approach to the successful management of an organization, and demonstrated experience in proactively monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures while identifying opportunities for improvement. This individual must also possess a thorough understanding of municipal finance, economic development, urban planning, public safety, and other aspects of municipal service delivery. With significant experience in developing and managing staff talent, this individual must also have demonstrated experience in workforce development. Experience cultivating community engagement is also critical for this position. The successful candidate will possess a confident style, promote candid discussions, embrace diversity of thought and seek sustainable solutions by fostering a dynamic organizational culture that encourages strategic thinking and planning as options and alternatives are developed and presented for the City Council's consideration. The successful candidate must also value honesty, ethics and integrity.

EDUCATION AND EXPERIENCE

Candidates for this position must have a Bachelor's degree from an accredited college or university with coursework in Public Administration, Business Administration or a



related field, with a Master's degree preferred. This individual must also have 10 years of increasingly responsible professional experience in municipal government or public sector management which includes at least five years of administrative or supervisory responsibility at the senior managerial or executive leadership level.

COMPENSATION AND BENEFITS

The annual salary range for this opportunity is \$202,000 to \$259,000 is negotiable, depending upon the background and qualifications of the successful candidate. The City of Tacoma offers an attractive benefit package which includes retirement, medical, dental, vision and generous leave policies. Relocation assistance may also be available for a successful out-of-area candidate.

The City of Tacoma is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.

APPLICATION PROCESS

To be considered for this challenging and rewarding career opportunity, please submit a detailed resume and cover letter describing your experience, training and expertise as it relates to the responsibilities of this position to Recruit45@cb-asso.com by March 29, 2017. Faxed and mailed resumes will not be considered.

The application review process will take place from March 30th through May 7th to assess the viability of the candidates. Finalists will be selected on May 8, 2017 with the expectation that interviews will be held May 10th through May 12th in Tacoma. Interviews will be offered to those candidates that have the experience, training and expertise as it relates to the responsibilities of this position.

CONFIDENTIALITY

No reference checks will be conducted without candidate permission.

Candidate names will not be released without candidate permission. However, it is expected that, after the City selects finalists, some form of public participation will be incorporated into the candidate evaluation process and the finalists' names will be released.

FINAL SELECTION

City Council expects to make a final selection by May 15.

QUESTIONS

Any questions regarding the Tacoma City Manager position recruitment process should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025.

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING

