

**CITY OF YACHATS**  
**RESOLUTION NO. 2016-01-01**

**WHEREAS**, the City Council desires to create the position of City Administrator; and

**WHEREAS**, the Council has decided to hire a professional search firm to recruit for that position;

**NOW THEREFORE**, the City of Yachats resolves to hire Prothman of Issaquah, Washington to perform the recruitment services as described in the proposal, attached and marked "Exhibit A" and authorize the Mayor to sign the agreement with Prothman.

**This Resolution is memorializing an action taken by City Council at the January 14, 2016 meeting and was effective as of that date.**

Attest:

\_\_\_\_\_  
Ronald L. Brean, Mayor

\_\_\_\_\_  
Nancy Batchelder, City Recorder

"Exhibit A"

**Proposal  
to provide recruitment services  
for the City of Yachats' first  
City Administrator**

*Presented by*

The logo for Prothman features a stylized blue 'P' with a white swoosh, followed by the word 'ROTHMAN' in a bold, black, sans-serif font.

## STATEMENT OF QUALIFICATIONS

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### ABOUT PROTHMAN

Prothman Company is a Northwest based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Founded and incorporated in Seattle in 2001, Prothman has quickly become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

### OUR EXPERTISE

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

**Firsthand Knowledge of Local Government:** Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

### OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community as well.

### OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within **one year** from the employment date, we will conduct a replacement search with no additional professional fee.

### CONTACT INFORMATION

Sonja Prothman: sonja@prothman.com, 206.605.0415 cell  
371 NE Gilman Blvd, Suite 350, Issaquah, WA 98027  
Submittal Date: December 31, 2015

## **Current Recruitments**

Jefferson County, OR - *Health Director*  
City of West Linn, OR - *City Manager*  
City of Woodland, WA - *City Administrator*  
City of Chehalis, WA - *City Manager*  
Ben Franklin Transit, WA - *General Manager*  
City of Sheridan, WY - *City Administrator*  
City of Minot, ND - *Planning Director*  
City of Bellingham, WA - *City Engineer*  
City of Nampa, ID - *City Engineer*  
City of Beaverton, OR - *HR Director*  
City of Renton, WA - *HR Director*  
City of Gladstone, OR - *Fire Chief*  
City of Burlington, WA - *Fire Chief*  
City of Lincoln, NE - *Fire Chief*

## **2015-2010 Manager/Administrator Recruitments**

City of Gladstone, OR - *City Manager*  
City of Scappoose, OR - *City Manager*  
City of Bandon, OR - *City Manager*  
City of Canby, OR - *City Administrator*  
City of McMinnville, OR - *City Manager*  
City of Hood River, OR - *City Manager*  
City of Hermiston, OR - *City Manager*  
Lane County, OR - *County Administrator*  
San Juan County, WA - *County Manager*  
City of Stevenson, WA - *City Administrator*  
City of Othello, WA - *City Administrator*  
City of Lynden, WA - *City Administrator*  
City of Lincoln City, OR - *City Manager*  
City of Minot, ND - *City Manager*  
City of Puyallup, WA - *City Manager*  
City of Covington, WA - *City Manager*  
WACO, WA - *Executive Director*  
City of Pasco, WA - *City Manager*  
City of Sultan, WA - *City Administrator*  
City of Stanwood, WA - *City Administrator*  
City of Issaquah, WA - *Deputy City Admin.*  
City of Duvall, WA - *City Administrator*  
City of Kenmore, WA - *City Manager*  
City of Lake Forest Park, WA - *City Admin.*  
City of Chelan, WA - *City Administrator*  
Snohomish County, WA - *Executive Director*  
City of Fife, WA - *City Manager*  
City of Bothell, WA - *Asst. City Manager*  
City of Lakewood, WA - *City Manager*  
Grays Harbor Transit, WA - *General Manager*  
City of Waldport, OR - *City Manager*  
City of Lake Oswego, OR - *City Manager*  
Deschutes County, OR - *County Administrator*  
SW Clean Air Agency, WA - *Executive Director*  
eCityGov Alliance, WA - *Executive Director*  
Paine Field, WA - *Airport Director*  
Summit County, UT - *County Manager*  
City Belgrade, MT - *City Manager*  
City of Lebanon, OR - *City Manager*  
City of Polson, MT - *City Manager*  
Intercity Transit, WA - *General Manager*  
Snohomish Health District, WA - *Deputy Director*  
CAM-PLEX, Gillette, WY- *General Manager*  
City of Ontario, OR - *City Manager*  
Clatsop County, OR - *County Manager*  
City of Port Angeles, WA - *City Manager*  
City of Ridgefield, WA - *City Manager*  
MRSC, WA - *Executive Director*  
City of White Salmon, WA - *City Administrator*  
City of Lewiston, ID - *City Manager*  
City of Milwaukie, OR - *City Manager*  
City of Lacey, WA - *City Manager*  
City of Riverton, WY - *City Administrator*  
City of Shoreline, WA - *City Manager*  
City of Gillette, WY - *City Administrator*  
City of Casper, WY - *City Manager*  
City of Issaquah, WA - *City Administrator*  
City of Newcastle, WA - *City Manager*  
City of Sunnyside, WA- *City Manager*

## Past Recruitments & References

**City of Woodburn, OR** - City Administrator, HR Director, Community Development Director, Police Chief, Economic Development Director  
Contact - City Administrator, Scott Derickson - 503.982.5228

**City of Hood River, OR** - City Manager  
Contact - Councilor, Mark Zanmiller - 541.436.0654, City Manager, Steve Wheeler - 541.387.5252

**City of Vancouver, WA** - HR Director, Parks & Rec. Director, Budget Manager  
Contact - Deputy City Manager, Dave Mercier - 360.487.8610

## Availability, Communication & Schedule

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. Our recruitments take approximately 12-15 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

### Sample Schedule

Date	Topic
<b>Weeks of January 11 &amp; 18, 2016</b>	<b>Work schedule, profile, and hold stakeholder interviews; Prothman travels to Yachats</b>
January 25, 2016	Send profile for review
February 8, 2016	Post profile and start advertising
March 20, 2016	Application Close Date
Weeks of March 21 & 28, 2016	Prothman screens applications & interviews top 10 - 15 candidates
<b>Week of April 4, 2016</b>	<b>Work Session to review semifinalists and pick finalists; via phone conference or Skype</b>
<b>Week of April 25 or May 2, 2016</b>	<b>Final Interview Process, usually includes evening reception and next day interviews; Prothman travels to Yachats</b>

## **PROJECT TEAM**

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### **ROSS SCHULTZ - PROJECT LEAD**

Ross is a senior consultant for Prothman with 34 years of public service experience, most notably 11 years as Corporate Finance Manager for the Port of Portland and 7 years as City Manager for the city of Sherwood, OR. Since his retirement in 2008, Ross became a principal partner in a municipal consulting firm and has served as interim Finance Director and interim City Manager for 6 municipalities, including, Gladstone, Hood River, Independence and Newport, OR. Ross is active with the League of Oregon Cities teaching Budget 101. Ross earned a Bachelor of Science degree in Business Administration from the Cal Poly Pomona and completed a series of CPA courses at Portland State University. A resident of Oregon for the past 35 years, Ross enjoys golf, hiking and auto restoration.

### **GREG PROTHMAN - PROJECT CO-LEAD**

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master of Public Administration degree and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a member of SMR (Seattle Mountain Rescue).

### **SONJA PROTHMAN - PROJECT SUPPORT**

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the "elected official" side of city government—an invaluable perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a Bachelor's Degree in Communications from the University of Washington.

### **BARRY GASKINS - PROJECT SUPPORT**

Barry Gaskins is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his Bachelor's Degree from California State University in Los Angeles.

## Recruitment Strategy

Every recruitment we conduct is a national search. We have an aggressive national advertising campaign and we have the ability to mail the job announcement to every city, county, district, etc., in the US. Screening for "fit" is one of the most important elements in a recruitment. What sets us apart from our competition is that we know this region... our office is in Washington and we specialize in the western states. The length of tenure of our placed candidates is the highest in the industry because we understand the qualities required for candidates to fit within our unique communities, cultures and weather!

We have conducted hundreds of successful executive searches and refined our process along the way. We provide the process, but you call the shots... whether you want weekly updates or monthly updates, more meetings or less meetings... we tailor every recruitment to meet your needs. We will partner with you and find you a highly qualified candidate who is the perfect "fit" for your organization, guaranteed!

## Recruitment Process

### **Project Review**

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)
- ◆ Review the compensation package and decide if a salary survey is needed
- ◆ Identify key stakeholders

### **Information Gathering and Research** *(Soliciting Input)*

**We will travel to Yachats and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of the City of Yachats, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with the Mayor
- ◆ Meet with City Council
- ◆ Meet with staff other stakeholders as directed
- ◆ Review all documents related to the position

### **Position Profile Development** *(Identifying the Ideal Candidate)*

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience and education required
  - Ideal personality traits and work habits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
  - Overview of the region
  - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

## Recruitment and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city/county management professionals who are not actively searching for a new position.
- ◆ **Direct Contact Calls** placed directly to city/county management professionals we know.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

## Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews.
- 4) **Work Session:** We will prepare a detailed summary report and send you binders which include each candidate's application materials and the results of the personal interviews and publication search. **We will meet with you via Skype or conference call** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

## Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**  
We will tailor the interview process to fit your needs. It may involve using various interview panels (which can include community stakeholders), a public evening reception or one-on-one interviews with the decision makers.
  - **Deciding on Candidate Travel Expenses**  
We will help you identify which expenses your organization wishes to cover.
  - **Identifying Interview Panel Participants & Panel Facilitators**  
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.



- ◆ **Public Reception**  
We recommend that you have a public reception the evening before the interview so that the Mayor, City Council, staff and community members have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**  
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
  - **References**  
We conduct 4-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**  
We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks. We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.
- ◆ **Candidate Travel Coordination**  
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- ◆ **Final Interview Binders**  
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are “on the same page” when it comes to evaluating each candidate.
- ◆ **Final Interviews with Candidates**  
**We will travel to Yachats and facilitate the interviews.** The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## Warranty

- ◆ **Repeat the Recruitment:** Should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee, the only cost to you are the expenses.

## FEE, EXPENSES & GUARANTEE

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### Professional Fee

The fee for conducting a city administrator recruitment with a one-year guarantee is **\$16,500, plus expenses**. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and two (2) on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

### Expenses

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Yachats will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising (approx. \$1,100 - 1,400)
- Direct mail announcements (approx. \$1,200 - 1,600)
- Final Interview Binders & printing of materials (approx. \$300 - 600)
- Delivery expenses for Interview Binders (approx. \$150 - 450)
- Consultant travel: Ross Shultz - mileage at current IRS rate, travel time @ \$60 per hour, lodging if needed (approx. \$600 - \$800 per trip). Greg Prothman - airfare, rental car, travel time @ \$60 per hour, lodging if needed for final interviews (approx. \$800 - \$1,000 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)
- Any client-required licenses, fees or taxes
  
- Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

A 3% charge will be added to all expenses which reflect our City of Issaquah and Washington State B&O tax obligations on every dollar we invoice for. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

### Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within **one year** from the employment date, we will conduct a replacement search with no additional professional fee, your only cost would be the expenses; on the conditions that Prothman has conducted a full recruitment process and the position has been recruited at market rate salary.

### Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

## CLIENT LIST

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**City of Aberdeen, WA**  
Public Works Director

**Association of Washington  
Cities (AWC)**  
Chief Executive Officer

**City of Arlington, WA**  
Community Development Director (2)  
City Administrator  
Fire Chief (2)  
Finance Director (2)  
Utilities Manager  
Public Works Director  
Building Official  
Police Chief

**City of Auburn, WA**  
Planning, Building & Community Dir.

**City of Bainbridge Island, WA**  
City Administrator (2)  
Finance Director  
Community Development Dir.  
City Attorney  
Deputy Finance Director  
Project Manager  
Engineer

**City of Bandon, OR**  
City Manager

**Basin Disposal, Inc. (WA)**  
Chief Financial Officer

**City of Battle Ground, WA**  
Deputy City Manager  
Public Works Director  
Finance Director  
Police Chief

**City of Beaverton, OR**  
Human Resources Director

**City of Belgrade, MT**  
City Manager

**City of Bellevue, WA**  
Utilities Deputy Director  
Senior Planners

**City of Bend, OR**  
Police Chief

**Benton County Emergency Svcs.,  
WA**  
Director of Emergency Services  
Emergency Management Manager  
Communications Manager

**Benton County Fire District  
#4, WA**  
Fire Chief (2)

**City of Billings, MT**  
City Engineer  
Engineering Division Manager

**City of Blaine, WA**  
Public Works Director  
Finance Director

**Blaine County, ID**  
County Administrator (2)

**City of Boardman, OR**  
Police Chief

**City of Bonney Lake, WA**  
Public Works Director

**City of Bothell, WA**  
Public Works Director (2)  
Fire Chief (2)  
Human Resources Director (2)  
Deputy City Manager  
City Attorney  
Police Chief  
Assistant City Manager  
Parks & Recreation Director  
Community Development Director

**City of Bozeman, MT**  
Chief Building Official  
Human Resources Director  
Parks & Recreation Director  
Public Works Director  
Community Development Director

**City of Bremerton, WA**  
Public Works Director  
Police Chief

**Brigham City, UT**  
Police Chief

**Camano Island Fire & Rescue, WA**  
Fire Chief

**Campbell County Fire Department, WY**  
Fire Chief

**CAM-PLEX Multi-Event Facilities  
(WY)**  
General Manager

**City of Canby, OR**  
Police Chief  
City Administrator

**Canby Fire District 62, OR**  
Fire Chief

**City of Carnation, WA**  
City Manager (2)  
Public Works Director

**City of Casper, WY**  
City Manager

**Central Valley Fire District, MT**  
Fire Chief  
Fire Marshal

**Central Whidbey Island Fire &  
Rescue, WA**  
Fire Chief

**City of Centralia, WA**  
Community Development Director  
Economic Development Director

**City of Chehalis, WA**  
City Manager  
Police Chief  
Finance Manager

**City of Chelan, WA**  
City Administrator (2)

**Chelan County, WA**  
Community Development Dir.  
Regional Justice Center Director  
RJC Deputy Director

**Chelan County Public Utility  
District (WA)**  
Managing Director - HR, Labor &  
Safety

**Clackamas Community  
College, OR**  
Director of Campus Safety

**Clackamas County, OR**  
County Administrator

**Clackamas River Water Dist.,  
OR**  
General Manager

**Clatsop County, OR**  
County Manager (2)  
Community Corrections Director  
Building Official  
Development Services Manager

**Clatsop County Sheriff's  
Office, OR**  
Jail Commander

**City of College Place, WA**  
Environmental Services Director

**City of Colorado Springs, CO**  
Assistant City Manager

**City of Connell, WA**  
City Administrator

**City of Covington, WA**  
City Manager

**Covington Water District, WA**  
Utilities Director  
District Engineer  
Water Resources Manager  
Assistant Water Resources Manager  
Project Engineer  
Business Manager  
Controller

**Cowlitz County, WA**  
Building & Planning Director  
Engineer 3

**Cowlitz Sewer Operating Board, WA**  
Superintendent

**Cowlitz-Wahkiakum Council of Governments, WA**  
Executive Director

**City of Damascus, OR**  
Community Development Dir.  
City Manager

**Deschutes County, OR**  
County Administrator

**City of DuPont, WA**  
City Administrator  
Planning Director  
Finance Director  
Public Works Director

**City of Duvall, WA**  
Planning Director  
Accountant  
City Administrator  
Finance Director

**East Jefferson Fire Rescue, WA**  
Fire Chief

**East Multnomah Soil & Water Conservation District (OR)**  
Executive Director

**East Olympia Fire District #6, WA**  
Fire Chief

**East Pierce Fire & Rescue (WA)**  
Fire Chief

**Eastside Baby Corner (WA)**  
Executive Director

**eCityGov Alliance (WA)**  
Executive Director

**City of Edgewood, WA**  
City Manager (2)  
Public Works Director  
Engineer  
Senior Planner

**City of Enumclaw, WA**  
Finance Director  
Fire Chief

**City of Ephrata, WA**  
Police Chief

**City of Federal Way, WA**  
Finance Director  
Community Development Director

**City of Ferndale, WA**  
Police Chief  
Public Works Director (2)

**City of Fife, WA**  
City Clerk  
Community Development Director  
City Manager

**City of Fircrest, WA**  
City Manager  
Finance Director

**Franklin County, WA**  
County Administrator

**City of Gillette, WY**  
Public Works Director  
Community Development Director  
City Administrator

**City of Gladstone, OR**  
City Administrator

**Grays Harbor Transit (WA)**  
General Manager

**City of Great Falls, MT**  
City Attorney

**City of Green River, WY**  
Community Development Director

**Gunnison County, CO**  
County Manager  
Community Development Director  
Airport Manager  
Human Resources Director  
Health & Human Services Director  
IT Director  
Deputy County Attorney

**City of Hailey, ID**  
City Administrator

**City of Hermiston, OR**  
City Manager

**City of Hood River, OR**  
City Manager

**Intercity Transit, WA**  
General Manager

**Issaquah Food & Clothing Bank, WA**  
Executive Director

**City of Issaquah, WA**  
Police Chief  
City Administrator  
Deputy City Administrator (2)  
Deputy Finance Director

**Jackson County, OR**  
HR/Risk Management Director

**JEFFCOM 9-1-1, WA**  
Director

**Jefferson County, WA**  
County Administrator

**City of Kalama, WA**  
Police Chief

**City of Kelso, WA**  
Public Works Director  
Community Development Dir.  
City Manager

**City of Kemmerer, WY**  
Public Works Director

**City of Kenmore, WA**  
City Manager (2)  
Finance Director  
City Engineer (2)  
Community Development Director

**City of Kennewick, WA**  
Planning Director

**City of Kent, WA**  
Professional Land Surveyor  
Finance Director  
Information Tech. Director

**City of Ketchum, ID**  
City Administrator

**Ketchum Community  
Development Corporation, ID**  
Executive Director

**King County Housing  
Authority, WA**  
Finance Director

**King County Sheriff's Office,  
WA**  
Chief Financial Officer

**City of Kirkland, WA**  
Water Division Manager  
Public Works Director  
Director of Fire & Building Services

**Kootenai County Fire & Rescue, ID**  
Fire Chief

**City of La Center, WA**  
Police Chief

**City of Lacey, WA**  
City Manager

**Lacey Fire District 3, WA**  
Fire Chief

**City of Lake Forest Park, WA**  
City Administrator (3)

**City of Lake Oswego, OR**  
City Manager  
Water Treatment Plant Manager

**Lake Stevens Fire (WA)**  
Fire Chief

**City of Lakewood, WA**  
City Manager  
Assistant City Manager

**Lane County, OR**  
County Administrator

**City of Leavenworth, WA**  
City Administrator (2)  
Public Works Director  
Finance Director/City Clerk

**City of Lebanon, OR**  
City Manager

**Lewis County, WA**  
Public Works Director/  
County Engineer  
Director of Public Health &  
Social Services  
Community Development Director

**City of Lewiston, ID**  
City Manager

**City of Lincoln City, OR**  
Finance Director  
City Manager  
Human Resources Director

**City of Littleton, CO**  
Finance Director

**City of Long Beach, WA**  
Community Development Director

**City of Longview, WA**  
City Manager

**Los Alamos County, NM**  
County Administrator

**LOTT Clean Water Alliance, WA**  
Finance Manager

**City of Louisville, CO**  
City Manager

**City of Lynden, WA**  
Public Works Director (2)  
City Administrator

**City of Lynnwood, WA**  
Public Works Director  
Assistant Fire Chief  
Finance Director

**Manchester Water District, WA**  
General Manager

**City of Marysville, WA**  
Police Chief  
Public Works Director  
Engineering Services Manager  
Streets/Surface Water Manager  
Community Development Director

**Marysville Fire District, WA**  
Fire Chief

**Mason County, WA**  
Public Works Director

**City of McMinnville, OR**  
City Manager

**City of Medford, OR**  
Planning Director

**City of Medina, WA**  
Public Works Director

**Metro Parks Tacoma, WA**  
Director of Planning & Development

**City of Mill Creek, WA**  
City Manager

**City of Milwaukie, OR**  
City Manager

**City of Minot, ND**  
City Manager

**City of Moscow, ID**  
Asst. Community Development Dir.

**City of Moses Lake, WA**  
City Manager

**City of Mountlake Terrace, WA**  
City Manager  
Police Chief

**City of Mukilteo, WA**  
City Administrator  
Finance Director  
Management Services Director

**Multnomah County, OR**  
Human Resources Manager (2)

**Municipal Research & Services  
Center of Washington - MRSC**  
Executive Director

**MuniFinancial, WA**  
Senior Financial Analyst  
Financial Analyst 1

**City of Newcastle, WA**  
City Manager  
Public Works Director (2)

**City of Normandy Park, WA**  
Deputy City Manager/Finance Dir.  
Planning Director  
City Manager

**North Beach Public  
Development Authority, WA**  
General Manager

**City of Oak Harbor, WA**  
City Attorney

**City of Olympia, WA**  
Public Works Finance Manager

**City of Ontario, OR**  
City Manager (2)

**City of Othello, WA**  
City Administrator  
Police Chief  
Community Development Director

**Park City, UT**  
Community Development Director

**City of Pasco, WA**

City Manager  
Finance Director

**Pend Oreille County, WA**

Public Works Director

**City of Polson, MT**

City Manager

**City of Port Angeles, WA**

Police Chief  
City Manager  
Finance Director  
Public Works Director

**City of Port Townsend, WA**

Development Services Director  
Finance Director

**City of Post Falls, ID**

City Administrator  
Community Development Director

**City of Poulsbo, WA**

Chief of Police (2)

**City of Prosser, WA**

City Administrator (2)  
Finance Director (2)  
City Clerk

**City of Puyallup, WA**

Assistant City Manager  
Human Resources Director  
City Manager (2)

**City of Red Lodge, MT**

Police Chief  
Community Development Director

**City of Richland, WA**

Transportation Engineer  
Public Works Director  
Parks Superintendent

**Richmond (VA) Redevelopment & Housing Authority - RRHA**

Sr. VP - Property Management & Assisted Housing

**City of Ridgefield, WA**

City Manager

**City of Riverton, WY**

City Administrator

**City of Salem, OR**

Human Resources Director

**City of Sammamish, WA**

Transportation Program Engineer  
Senior Project Engineers (3)  
Project Engineer  
Parks Project Manager

**San Juan County, WA**

Public Works Director  
County Manager

**City of Sandy, OR**

Police Chief

**City of Scappoose, OR**

City Manager

**City of Seattle, WA**

Fire Chief  
Labor Standards Division Dir.  
Dir. of Administration - HR

**Port of Seattle, WA**

Fire Chief

**City of Sequim, WA**

Public Works Director  
Human Resources Director

**City of Shelton, WA**

City Administrator  
Community Development Director  
Management Assistant  
Public Works Director (2)  
Police Chief

**City of Sheridan, WY**

Finance & Administrative Svcs. Dir.

**City of Shoreline, WA**

Deputy City Manager  
City Engineer (2)  
Planning Director  
Public Works Director (2)  
City Manager  
City Attorney  
Parks, Rec. & Cultural Svcs. Dir.  
Administrative Services Director

**City & Borough of Sitka, AK**

Deputy Finance Director

**Skagit County, WA**

Public Works Director  
Assistant County Engineer  
Youth & Family Services Admin.

**City of Snohomish, WA**

City Engineer  
Public Works Utilities Manager  
Finance Director

**Snohomish County, WA**

Executive Director  
Human Services Director

**Paine Field - Snohomish County Airport (WA)**

Airport Director

**Snohomish County Emergency Radio System, WA**

Radio System Manager (2)

**Snohomish Health District, WA**

Deputy Director

**SNOPAC 9-1-1, WA**

Executive Director

**City of Snoqualmie, WA**

Fire Chief  
Community Development Director  
Chief Financial Officer

**Southwest Clean Air Agency, WA**

Executive Director

**Southwest Washington Regional Transportation Council**

Executive Director

**City of Spokane Valley, WA**

City Manager  
Deputy City Manager (2)  
Finance Director (2)  
Public Works Director (2)  
Community Development Dir. (2)  
Building Official (2)  
Parks & Recreation Director (2)  
City Clerk  
Assistant City Clerk  
City Attorney (2)

**Spokane Valley Fire Department, WA**

Fire Chief

**City of Stanwood, WA**

Finance Director (2)  
City Administrator

**City of Stevenson, WA**

City Administrator

**City of Sultan, WA**

City Administrator (2)

**Summit County, UT**

County Manager

**City of Sun Valley, ID**

City Administrator

**City of Sunnyside, WA**  
Finance/Admin. Svcs. Director  
City Manager

**City of Tacoma, WA**  
Public Works Director  
Finance Director  
Labor Negotiator

**City of Thorne Bay, AK**  
City Administrator

**Thurston County, WA**  
Human Resources Director  
Assistant CAO

**Tulalip Tribes, WA**  
Police Chief

**Twin Transit, WA**  
General Manager

**City of Vancouver, WA**  
Budget & Planning Manager  
Human Resources Director  
Parks & Recreation Director  
City Attorney

**Vashon Island Fire & Rescue,  
WA**  
Fire Chief  
Assistant Fire Chief

**City of Waldport, OR**  
City Manager

**City of Walla Walla, WA**  
City Manager  
Public Works Director  
Finance Manager

**City of Warrenton, OR**  
Public Works Director

**Washington Association of  
County Officials**  
Executive Director

**Washington School  
Information Processing  
Cooperative (WSIPC)**  
Executive Director

**Town of West Yellowstone, MT**  
Operations Manager

**Whatcom Transportation  
Authority, WA**  
General Manager  
Finance Director

**City of Whitefish, MT**  
City Manager

**City of White Salmon, WA**  
City Administrator/  
Public Works Director  
Public Works Operations Manager

**City of Wood Village, OR**  
City Administrator

**City of Woodburn, OR**  
City Administrator  
Community Development Director  
Human Resources Director  
Finance Director  
Police Chief  
Economic Development Director

**City of Woodinville, WA**  
City Manager  
Development Services Director

**City of Woodland, WA**  
Fire Chief

**City & Borough of Wrangell,  
AK**  
Borough Manager

**Town of Yarrow Point, WA**  
Town Clerk

**EXAMPLE OF POSITION PROFILE**





# CITY MANAGER

**\$70,000 - \$85,000**

*Plus Excellent Benefits*

Apply by  
**October 6, 2013**  
*(open until filled)*

***P*ROTHMAN**



## WHY APPLY?

### Oregon



Known for its miles of sandy beaches, forest roads, hiking trails, wilderness areas and a picturesque bay, the coastal town of Waldport, Oregon, offers a respite from big city living. Located just three hours from Portland and two hours

from Eugene, Waldport's obscurity is part of its charm. Residents and visitors are drawn to the relaxing and slow-paced lifestyle centered around outdoor pursuits, such as windsurfing, kayaking, boating, fishing, sailing, hiking, cycling or just wandering along the pristine seashore.

Waldport is a well run city that offers citizens a variety of opportunities to enjoy coastal life in a neighborly atmosphere. If you are an experienced professional who wants to work in a stable organization with excellent staff and a positive environment, this is the right position for you!

## THE COMMUNITY

Located on the Alsea River and Alsea Bay on the gorgeous Oregon Coast, this quaint town with a population of about 2,000 enjoys all the benefits of coastal living in the stunning Pacific Northwest. Once known as "beachcomber's paradise," the beaches are some of the cleanest and most beautiful in America. With moderate year round temperatures, each season offers opportunities to enjoy the outdoors.



Designated an Important Birding Area (IBA) by the National Audubon Society, Alsea Bay is a pristine estuary and home to elk, salmon and river otter. Known for its crabbing and fishing, more than 5,000 vessels frequent the bay and river every year either to catch Dungeness crabs or to take advantage of the area's superb Chinook salmon season, which takes place in the fall.



The newly built Woodland Trail allows residents and visitors to enjoy a "heavy woody" experience right in the middle of town. The Alsea Bay Bridge Interpretive Center in Waldport provides tours of the historic bridge and nearby marine area. Other nearby state park facilities, such as the immensely popular Seal Rock Wayside north of Waldport, offer up close and personal views of local wildlife and other ecological attractions.

Crestview Golf Club is a scenic 9-hole course with a friendly, family atmosphere and unique challenges that will appeal to all levels of ability. Crestview is easy to walk, is playable year-round and open from dawn to dusk.

Created by Seashore Family Literacy as a way to promote good health and recreation, Waldport's Green Bike Program provides free bicycles for anyone to ride at any time to any destination. Based on the honor system, participants use the bikes and then leave them in an accessible place for the next rider. Adult and youth volunteers work together to restore and maintain over 100 community bicycles.

Waldport is a popular bedroom community for the larger town of Newport 16 miles to the north, which houses the offices of several federal and

state agencies, including Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operation Center, Environmental Protection Agency, and the Oregon Department of Fish & Wildlife. It also hosts the Oregon Coast Aquarium and the main campus of the Oregon Coast Community College. In Waldport, the Community College has an annex that is the nursing program for the college.



## THE CITY

Incorporated in 1911, Waldport operates as a council-manager form of government. The city manager is appointed by and serves at the pleasure of a 7 member council. The mayor is elected at large every two years, while the council members are elected every 4 years with overlapping terms. Mayor Susan Woodruff took office in 2011 after serving as a councilmember since 2001. Nancy E. Leonard, City Manager since 2001, will be retiring in January 2014.

Waldport operates with a \$5 million overall budget and has 14 fulltime employees. The City has been fiscally secure for over a decade, and the future appears equally secure. The water, sewer and road infrastructure are very updated with no areas of concern. Prevention, future planning and proaction has been the goal of the City rather than deferring maintenance and simply reacting to problems.

City departments include: Administration, Community Center, Land Use Planning, Library, Municipal Court, Parks and Public Works. The Waldport Public Works Department is responsible for water treatment and distribution, wastewater collection and treatment, and maintenance of the City's streets, stormwater system, and facilities, including parks. The City of Waldport Utility Billing De-

partment is located at City Hall and provides water and/or sewer service to approximately 1,200 households and businesses. Central Oregon Coast Fire & Rescue provides EMS/Fire services and the Lincoln County Sheriff's Office provides police services to Waldport.

## THE POSITION

The City Manager works under the broad policy guidance of the City Council and performs high level administrative, technical and professional work in directing and supervising the administration of city government.

The City Manager supervises all departments, agencies and offices of the City to achieve goals within available resources. He/she plans and organizes workloads and staff assignments, trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.

### Other responsibilities include:

- Attends all meetings of the Council, unless excused by the Council or the Mayor, keeps the Council advised at all times of the affairs and needs of the City, and makes reports annually or more frequently if requested by the Council of all the affairs and departments of the City.
- Ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Appoints, disciplines, and removes all City employees unless exceptions are noted, and has general supervision and control over them and their work, with power to transfer an employee from one department to another, and shall exercise supervision and control over the departments, to the end of obtaining the utmost efficiency in each of them. The City Manager may not supervise or regulate: (a) the Council; (b) the Municipal Judge in the Judge's judicial functions; (c) City Attorney; (d) except as the Council authorizes, appointive personnel of the City whom the City Manager does not appoint.
- Supervises all purchasing and contracts.
- Is responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

- Has general supervision over all City properties and supervises the operations of all public utilities owned and operated by the City.

## OPPORTUNITIES & CHALLENGES

### Economic Development

The most noticeable challenge facing the City as a whole is the many empty store-fronts on the main street. (Highway 101 through downtown). The City applied for and received a \$3 million ODOT grant to reconstruct the downtown corridor in an effort to entice businesses and bring more tourist traffic. However, the stability of the brick-and-mortar retail shops still remains tenuous.

### Creative Vision

The old high school, which will be torn down in a few months, sits on about 14 acres of land next to City Hall. FEMA just granted their first “mitigation” grant to the school district in the amount of \$3 million to purchase the development rights to the land and require that it be converted to open space in perpetuity due to potential flooding in the event of a tsunami. The City and the school district are working on a vision for the use of that property that would benefit the community.



### Promotion and Partnership

Waldport has a focus on partnering with their government and nonprofit partners (Port of Alsea, City of Yachats, Central Coast Fire & Rescue District, Lincoln County, and Chamber of Commerce) to promote the quiet solitude and peacefulness of the area. They have just finished building a gorgeous Woodland Trail through some fabulous forest right in the middle of town and will soon have a hiking map of all the trails in this general vicinity. Waldport also promotes a kayaking business that gives kayak tours and has its own “water trail” up the river. Boating, fishing and crabbing are very popular.



## IDEAL CANDIDATE PROFILE

Waldport is looking for a progressive, “hands-on” working manager who understands all aspects of municipal government and who has an appreciation of the challenges currently facing small cities. Urban renewal experience will be a plus, as well as the ability to show creative solutions to community development.

Waldport is a small and informal town. The city manager will be approachable, responsive, down-to-earth and possess a sense of humor. Although the environment is informal, a professional presence and confidence is also important. He or she will communicate effectively, as well as establish and maintain effective working relationships with other employees, the Mayor, City Council, and the public.

The ideal candidate will lead by collaboration, and will also be a good listener who consistently deals well with personnel throughout all levels of the organization. He or she will have excellent skills in working with 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 build an atmosphere of trust, mutual respect and cooperation.

The new city manager will have excellent skills at cooperating and sharing resources with neighboring coastal cities, emergency response, and the school district. The successful candidate will have a proven track record of conservative budget and financial management, and demonstrate the ability to administer, make sound management decisions, and initiate work without direct supervision. Knowledge of land use issues is also a plus.

**EXPERIENCE & 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 five (5) years of applicable experience in public sector administration.

Considerable knowledge of modern policies and practices of public administration; working knowledge of public sector finance, human resources, public works, and community development. Knowledge of Oregon Land Use Laws preferred. Considerable computer skills and use of GIS mapping systems preferred.

**COMPENSATION & BENEFITS**

- **\$70,000 - \$85,000**
- Medical plan provided by Regence Blue Cross and includes alternative care
- Dental coverage provided by ODS
- Vision
- Life & Disability
- Healthcare flexible spending accounts
- Oregon Public Employees Retirement System
- 11 paid holidays
- Vacation time
- Sick leave

[www.waldport.org](http://www.waldport.org)

The City of Waldport is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 6, 2013** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Ste 350  
Issaquah, WA 98027  
206.368.0050

## EXAMPLE OF INVITE LETTER



**Lincoln City, Oregon**  
*Population: 7,900*  
*Average Service Population: 15,000*

## **CITY MANAGER**

**\$115,000 - \$135,000**

First Review:  
**October 19, 2014**  
Open Until Filled

**Apply at**  
[www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the City Manager position for the City of Lincoln City, Oregon. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other senior public sector management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

**PROTHMAN**



## WHY APPLY?

### Oregon



Located on the scenic Oregon Coast, Lincoln City borders 680-acre Devils Lake and the Coast Range on the east and the Pacific Ocean on the west. Its stunning natural scenery and outdoor recreational opportunities make the City a popular tourist destination.

Residents enjoy the perks of small town life with major urban cities nearby, such as Salem 58 miles to the east and Portland 88 to the northeast.

Lincoln City is committed to maintaining its character while growing its economy and enhancing what makes it a special Pacific Northwest coastal town. If you are a public sector professional looking to lead a community toward a bright and exciting future while preserving its charm and protecting its natural beauty, this is the right position for you.



## THE COMMUNITY

Incorporated in 1965, the City has a population of approximately 7,900 which can grow up to 30,000 at peak tourist season. The City boasts 7.5 miles of beautiful, clean sandy beaches, with the Salmon River and Cascade Head to the north and the Siletz Bay National Wildlife Refuge to the south. The City enjoys a mild maritime climate with rain and excellent air quality. The consistent breeze on the beaches makes Lincoln City one of the best places in the world to walk on the beach and fly a kite. Surfing and kite-boarding conditions are also world-class. Residents and visitors also enjoy golfing, hiking, fishing, skiing, rock hunting, bird watching, tide pooling and boating.

Lincoln City has a flourishing arts community with several glass blowing shops and a state-of-the-art culinary center that features seasonally-inspired cooking and focuses on the abundant foods of the Pacific Northwest. The Lincoln Cultural Center offers classes in art, dance, music, literature and theater for all ages. Founded in 1970, the Sitka Center for Art and Ecology fosters creativity, intellectual inquiry and education.



The Confederated Tribes of the Siletz Indians are an important part of the City's past and present. They own and operate the Chinook Winds Casino, a 24-hour resort which offers gambling, golfing, concerts, a convention center and restaurants.

## THE CITY & POSITION

The City operates under the Council/Manager form of government. The City Council is comprised of six Council Members elected from three wards and the Mayor is elected at large. They have staggered four year terms. The annual budget is \$41 million including the General Fund budget of \$10 million. The General Fund has an ending balance of about \$3.5 million. 140 FTEs offer a full range of City services including water, sewer, streets, parks, police, urban renewal, recreation, court, community development, a library and a visitor's bureau.

The City Manager is appointed by and serves at the pleasure of the Mayor and City Council. The City Manager is responsible for the overall management of the City's organization and operations. He/she plans and directs the activities of all City departments and functions through subordinate department directors and others. The City Manager provides information to City Council, acts as their policy advisor and serves as the City's Chief Administrative Officer and Budget Officer.

**Please visit [www.prothman.com](http://www.prothman.com) to review the detailed position profile and compensation package.**