

CITY MANAGER POSITION OPEN



HOW TO APPLY

Please email your **cover letter**, **resume**, and **letters of recommendation** to Rachael Fluhrer, City Human Resources: rachael.fluhrer@carnationwa.gov.

Questions should be directed to Lora Wilmes, City Clerk: (425)786-3903 or lora.wilmes@carnationwa.gov

RESIDENCY REQUIREMENTS

Carnation residency preferred.

SALARY AND BENEFITS

The salary range is \$140,000 - \$150,000 DOQ. The city offers **no-cost medical insurance to employees and their dependents**. Employee selected plans are available through the Washington State Department of Retirement Systems PERS plan. An Employment Agreement will be offered per negotiations with selected finalist.

PROCESS

Applicants will be screened between July 26 through August 16. Council interviews will be set for late August. Expected start date is October 1, 2024.

CONFIDENTIALITY

Applications will be kept confidential until finalists are approved by the City Council. At that point, it is anticipated that the names will be released to the public.

DIVERSITY AND INCLUSION

The City of Carnation embraces diversity, encouraging women and minorities to apply. The City is an Equal Opportunity Employer

THE CITY

Incorporated in 1912 in the historic Snoqualmie Valley, Carnation boasts small town charm while being a half-hour drive from Seattle urban amenities. Currently home to 2,200 residents, Carnation has experienced construction of over 200 homes, development of new public facilities, and new commercial developments over the past few years. This growth brings new vitality to our small and mighty town, and presents both challenges and opportunities for the next City Manager.

Carnation is a Council-Manager form of government with a five-member City Council. Carnation has a small staff under 15 positions, made up of a management team and union represented staff. The City contracts with King County for Police and Court services, and Eastside Fire & Rescue for fire and emergency services. City Attorney, City Engineer, and Building Official services are by consultant contract.

OVERVIEW

As the City Manager, you will be the City's Chief Executive, responsible for leading all city operations. This includes carrying out the City Council's decisions, ensuring essential city services are delivered efficiently, and managing the city's day-to-day functions.

RESPONSIBILITIES

- Implement policies and decisions made by the City Council.
- Oversee city operations and ensure effective delivery of municipal services.
- Develop and manage the city's budget.
- Lead and evaluate department heads and other key staff.
- Represent the city in partnerships and community events.
- Ensure compliance with all applicable laws and regulations.

QUALIFICATIONS

- Experience in municipal management, with a proven track record in leadership roles
- Strong understanding of public administration principles and municipal operations
- Excellent communication, leadership, and problem-solving skills
- Bachelor's degree in public administration, political science, business administration, communications or a related field.
- Proven ability to build strong relationships with the city council, staff, and community members.

