

Lead a Growing Community as Our Next City Administrator

Washington, Illinois

Are you an approachable, collaborative, and diplomatic leader ready to make a long-term commitment to our community?

The City of Washington invites experienced municipal professionals to step into a collaborative role where team building, communications, staff development, strategic planning, and municipal finance skillsets define success.

Why Washington?

Radiating with small-town charm and forward momentum, the City of Washington (pop. 17,000) is more than a community. It is a place where neighbors invest in each other, and leaders build for the future. Known for its highly rated schools, thriving parks system, and strong economy, Washington has become a magnet for families and businesses alike. Conveniently located in Central Illinois between St. Louis and Chicago, our city blends historic character with modern growth. This is a community that shows up for each other and welcomes leaders who are ready to do the same.

The Opportunity: City Administrator

This is a rare opportunity to guide a full-service municipality at a pivotal moment in its growth. With a \$36 million operating budget, a \$68 million five-year capital improvement plan, and approximately 75 dedicated employees, Washington is positioned for collaborative leadership. The City operates under a Council form of government with a strong tradition of professional administration and teamwork.

As City Administrator, you will not only oversee day-to-day operations and implement Council policy but also shape the strategic vision that drives Washington forward. With new development opportunities, robust infrastructure investments, and a thriving local economy, Washington is primed for a leader who excels at collaboration, clear communication, and results. This is your chance to make a lasting impact in a community that values innovation, accountability, and shared success.

Your Leadership Style: Committed. Diplomatic. Approachable.

We are seeking a leader who:

- ✓ Inspires teams with positivity, confidence, and clear vision
- ✓ Collaborates with the team to define and lead people to accomplish goals through shared values
- ✓ Thinks big, acts responsibly, and communicates with influence
- ✓ Moves seamlessly between strategic vision and tactical execution

- ✔ Builds trust through transparency, responsiveness, and diplomacy

If you enjoy collaborating with others, empowering the leadership team, and strategically planning for the future—you'll thrive in Washington.

Key Responsibilities Include:

- Serve as the CAO of the City, overseeing departments, operations, and performance outcomes
- Implement strategic goals in collaboration with the Mayor and City Council
- Champion economic development, fiscal sustainability, and staff development
- Lead multi-disciplinary departments in a fast-paced, service-oriented environment
- Maintain a high-performance culture through servant leadership

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Political Science, Law, Engineering, or a related field (Master's preferred)
- A minimum of 7 years of progressive executive municipal leadership experience
- A combination of education and experience will be considered
- Excellent interpersonal, communication, and team building capabilities
- ICMA-CM is preferred
- Successful candidates will be required to reside within the City of Washington corporate limits
- Veterans are strongly encouraged to apply

Compensation + Benefits:

The salary range for this position is **\$160,000 to \$180,000**, commensurate with qualifications and experience. The City offers a comprehensive benefits package, including a City vehicle, health insurance, retirement, paid leave, professional development support, and relocation assistance.

Are You Ready to Commit and Lead our Team?

This is your opportunity to help shape the future of vibrant, financially solvent, and growing community.

Apply by November 3, 2025. Finalists will be subject to comprehensive background checks, a DISC Behavior Assessment, and in-depth interviews.

Send a cover letter, resume, and five professional references to:

James Arndt, President

Arndt Municipal Support

Email: apply@arndtmunicipalsupport.com

Phone: (217) 500-0770

The City of Washington is an Equal Opportunity Employer. We celebrate diversity and welcome leadership from all backgrounds.