



Washington

**CITY MANAGER**

**\$170,376 - \$188,892**

*Plus Excellent Benefits*

*Apply by*

**September 8, 2024**

*First Review, Open Until Filled*

**PROTHMAN**



## THE COMMUNITY



Nestled along the I-5 corridor between Seattle, Washington and Portland, Oregon, the City of Centralia is home to over 18,400 residents and offers a unique blend of historic charm and vibrant small city life.

Easy access via major highways and its proximity to both the mountains and the coast make Centralia an ideal location for those who enjoy a blend of urban and natural environments. Its location on I-5 makes Centralia an accessible hub within a short drive of major metropolitan areas to the north and south. To the east and west, the nearby area offers unparalleled scenic locations and outdoor opportunities, including Mt. St. Helens, Mt. Rainier, and the beautiful Pacific Ocean. Just a short drive away, residents and visitors can discover both Seattle and Portland tourism, ski and snowmobile in the Cascades, water ski on 23-mile long Riffe Lake, fish for record size salmon and steelhead on the Cowlitz River, or play a round of golf on one of several area courses. Closer to home, the Centralia Sports Complex draws thousands annually for tournaments and events, and outdoor recreation can be found at Fort Borst Park and Seminary Hill Natural Area, which provide extensive green spaces for activities from historical tours to peaceful hikes overlooking the river valleys.



Centralia's historic downtown district, listed on the National Register of Historic Places, is the heart-beat of the community. The area is filled with ambience of old-fashioned light poles, brick buildings, tree-lined streets and inviting benches that exude an old-world charm. The city is a place where residents and visitors alike can enjoy a bustling array of antique shops, trendy boutiques, and diverse dining options. The city is home to the historic Fox Theatre and Evergreen Playhouse, which offer year-round entertainment ranging from classic plays to modern performances.

Centralia is well known for its thriving small, local businesses all across town and for the Centralia Factory Outlets, where visitors can find excellent deals on top brands. The Historic Lewis County Farmers Market is another highlight, seasonally offering farm-fresh produce and unique local crafts every Friday. Centralia's excellent amenities, such as the well-supported Centralia Timberland Library and the beautifully preserved Centralia Train Depot, and Providence Centralia Hospital underscore its community-focused infrastructure.

## THE CITY

The City of Centralia operates under a Council-Manager form of government. Its seven Councilmembers are elected to staggered four-year terms, and every two years the Council selects one of its members to serve as Mayor. The city has approximately 160 FTEs and 30 seasonal employees and operates with a 2023 - 2024 biennial budget of \$154,802,974 spread amongst 34 funds.

The city provides public safety, street improvements and maintenance, parks and recreation, planning and zoning, judicial administration and general administration services. In addition, the city owns and operates an electric generation and distribution system, a water supply treatment and distribution system, a storm and surface water drainage and maintenance system and a sewage collection and treatment system.

Departments of the City include the City Council, Municipal Court, City Manager's Office, City Clerk's Office, Finance, Legal Services, Human Resources, Police, Community Development/Building, Parks, Street, Stormwater, Equipment Repair and Replacement, City Light, Water, Wastewater, Information Technology, and Engineering.



## THE POSITION

Working under the direction of the City Council, the City Manager performs high level administrative, technical and professional work in directing and supervising the administration of the City of Centralia. The City Manager is responsible for budget preparation and administration, identifying current or future needs for city facilities and services, developing and improving sources of revenue, pursuing external funding and ensuring compliance with federal, state and city laws, rules, regulations and policies.

The City Manager provides strategic guidance and policy recommendations to the Council, shares relevant supporting information and research, and supports the strategic priorities and adopted goals of the Council. To help achieve these goals, the City Manager oversees a legislative relations program to coordinate with local legislators and ensure city staff and residents are involved in legislative affairs. The City Manager is expected to establish and maintain positive community relations by actively engaging with media, participating in community activities, and ensuring ongoing communication with other governmental bodies. The ICMA Code of Ethics will be adhered to by the selected applicant.

To view a full job description please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).



## THE IDEAL CANDIDATE

### Education and Experience:

Preference will be given to candidates with a degree in public administration, political science, business management or a closely related field from an accredited four-year college or university, and seven (7) to ten (10) years of experience as a municipal administrator or in a key leadership role.

OR any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.

Candidates must possess a valid Washington state driver's license or obtain one within 30 days of hire and have a driving record that is acceptable to the city's insurance carrier.

The chosen candidate need not be a resident at the time of appointment; however, the chosen candidate shall reside within Lewis County and the Centralia School District boundaries within a reasonable amount of time after appointment and shall maintain such residency throughout their term of office as per City of Centralia Municipal Code.

### Necessary Knowledge, Skills & Abilities:

- A commitment to staying and guiding the city through long-term projects, viewing Centralia not just as a steppingstone, but as a community to grow with.
- Ability to lead leaders and build trusted relationships across all sectors of the community, including effective succession planning for retiring directors.
- A good listener who is visibly involved in the community, prefers shopping locally, and is attuned to the needs and desires of all citizens.
- Forward-thinking with the ability to introduce fresh ideas and visions that align with the city's growth, and capable of understanding all elements of the comprehensive plan.
- Strong financial management and understanding, with the ability to provide expert guidance on city finances, including long-range financial planning and municipal finance.
- Knowledge in managing and enhancing public safety, infrastructure, and urban development, especially in response to growth challenges.

- Ethical, flexible, and an encourager who makes decisions inclusively, ensuring policies and practices are fair and beneficial to the entire community.
- Ability to communicate clearly and effectively, both verbally and in writing, and skilled in resolving conflicts among city council members and staff.
- Adaptable to change, open to constructive criticism, and continuously seeking knowledge to stay updated with modern public administration practices.
- Acknowledges and praises staff efforts, is involved in their development, and holds staff accountable to policies and procedures without micromanaging.
- Actively involved in local activities, not only to understand the city's dynamics but also to build genuine connections with residents.
- Knowledge in handling labor relations and collective bargaining, which is key in managing city staff and ensuring harmonious work relations.
- A willingness to be part of the solution when city staff face challenges, providing guidance and alternative solutions rather than critiquing.

## OPPORTUNITIES & PRIORITIES

- The incoming City Manager has an opportunity to join an organization with strong partnerships within the community, local sectors, and those at the state level. The city also has a healthy City Council that has good thought diversity and shared values around serving Centralia well.
- The City Manager will join seasoned, loyal and competent directors and staff. However, with the anticipated retirements of some key positions the City Manager will face a challenge to preserve the city's positive service-oriented culture. The city must manage succession planning effectively to preserve its organizational culture and address staffing shortages that have not kept pace with service demands.



- The recent passage of the Centralia School District bond measure was a tremendous step in the direction toward enhancing Centralia's image. The incoming City Manager will be expected to form strong bonds and continue to cooperate with the Centralia School District and Centralia College to the enhancement of the Centralia image.
- Centralia continues to see growth in housing and economic development, and is currently in the process of updating the comprehensive plan. Positive economic developments and projects include the NW Sports Hub, Hub City Greenways project, various major manufacturing and distribution centers and several potential green energy projects. The incoming City Manager has the opportunity to utilize the region's low cost of living compared to areas north and south of Centralia and being a major center of commerce between Seattle and Portland to further heighten other economic development and growth.
- As Centralia transitions from a small town to a city, there is a need for careful land use planning. The growth in population has not been matched by revenue growth, putting pressure on the city's budget and staffing levels. New strategies to increase revenue, possibly through new business recruitment or boundary expansion, are necessary.
- With the advent of the Hub City Greenways project, which has been socialized throughout the community and well-received, Centralia has an opportunity to be a model for towns of our size in placing an emphasis on active lifestyles and quality of life. The city has a beautiful downtown, a vibrant base of volunteers in the community, and a true love among many for the city's heritage.
- The town's location in a floodplain necessitates ongoing efforts to combat natural disasters. Additionally, there is a pressing need for street repairs and overall town beautification to continue to foster a sense of pride among residents.

## COMPENSATION & BENEFITS

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- **\$170,376 - \$188,892 DOQ**
- Vacation and Sick leave accruals.
- 12 paid Holidays which includes one (1) floating holiday.
- Up to two (2) weeks executive leave annually.
- Medical, dental and vision insurance options.
- City paid \$100,000 life insurance.
- Long-term disability plan.
- Washington State Retirement Systems (PERS).
- Participation in VEBA (Health Reimbursement Account).
- Employee Assistance Program.
- Choice of two (2) Employee contributed Deferred Compensation Plans.



**For more information on the community and City of Centralia, please visit:**

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

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

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

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The City of Centralia is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 8, 2024** (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 "Open Recruitments", select "City of Centralia, WA – City Manager" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

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

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

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