

ASSISTANT CITY MANAGER

APPLY NOW



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CITY OF **LACEY**



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THE CITY

Situated on the southern tip of Puget Sound in the shadow of magnificent Mt. Rainier, Lacey lies in the center of a natural paradise and is currently home to approximately 50,170 residents. Five freshwater lakes within the city, miles of hiking and biking paths, several championship golf courses, more than 1,200 acres of public parkland, and the adjoining 3,700-acre Nisqually National Wildlife Refuge provide residents with virtually unlimited opportunities for outdoor recreation. Clean air, clean water, outstanding schools, a low crime rate, a healthy economy, and close proximity to major metropolitan areas make this community one of the most desirable places in the country to live and conduct business. In fact, Lacey was included on **Money's** 2019 list of the 100 Best Places to Live in the US.

Incorporated in 1966, Lacey has evolved into a thriving city that promotes its sense of community through events and programs designed to celebrate its heritage and cultural diversity, enhance its neighborhoods, and preserve the natural environment. Lacey operates under a council-manager form of government. The City Council has seven members including the mayor. Councilmembers and the mayor are non-partisan elected officials. The City Manager reports to the Council.

To learn more about the history of this fabulous city, please click [here](#).

For more information on the community, please click [here](#).



THE POSITION



The City of Lacey, Washington is seeking a dynamic, motivated professional to serve as the next Assistant City Manager. This is an exciting executive leadership opportunity to work in a dynamic and effective organization.

Reporting directly to the City Manager and serving as a peer to the City's six (6) other department heads, the Assistant City Manager (ACM) provides key support and assistance to the City Manager and may serve as the Acting City Manager during absences of the City Manager. A key member of the City's Executive Team, the ACM is responsible for supervising and managing assigned staff within the City Clerk's Office, Public Affairs, and the City Manager's Intern program as well as acting as the liaison for Animal Services.

This position is also responsible for oversight of the City's public defender contracts and indigent defense program, coordinating and developing the City's response on emergent public policy, legislative, community, and/or intergovernmental issues as assigned. Additionally, the Assistant City Manager administers several community relations programs and intergovernmental agreements and provides research, policy analysis, and staff support to the City Manager and City Council.

While not an exhaustive list, representative duties include representing the City Manager

at intergovernmental or designated meetings; assisting with legislative items on behalf of City Council or Committees; supervising, coaching, and training assigned staff such as the City Clerk, Public Affairs Manager, Executive Director of Animal Services, Management Analyst to the City Manager, and any management intern(s); providing oversight and support to the City Clerk on the stewardship of public records; coordinating and overseeing the City's state and federal legislative efforts; and serving on the City's Site Plan Review Committee.

In addition, the ACM develops and administers community relations programs to strengthen the public image of the City and foster a sense of civic pride; oversees the City communication channels necessary to keep citizens informed; administers and negotiates some of the City's contractual and intergovernmental service agreements and coordinates and serves as liaison and staff support with assigned agencies; supervises research of grant funding opportunities, preparation of grant applications for City and/or community projects, and grant administration on community projects; and administers the City's intergovernmental agreement with the Joint Animal Control Services Commission and supervises the Executive Director of Animal Services.

Progressive, outgoing and friendly with high EQ, the ACM will set the tone for the department providing guidance, mentoring and leadership to staff, holding people accountable as necessary, and fostering a learning organization. The ACM will engage others in problem solving when appropriate while demonstrating decisiveness and resolve when necessary.



LEADERSHIP ABILITIES

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The City of Lacey is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

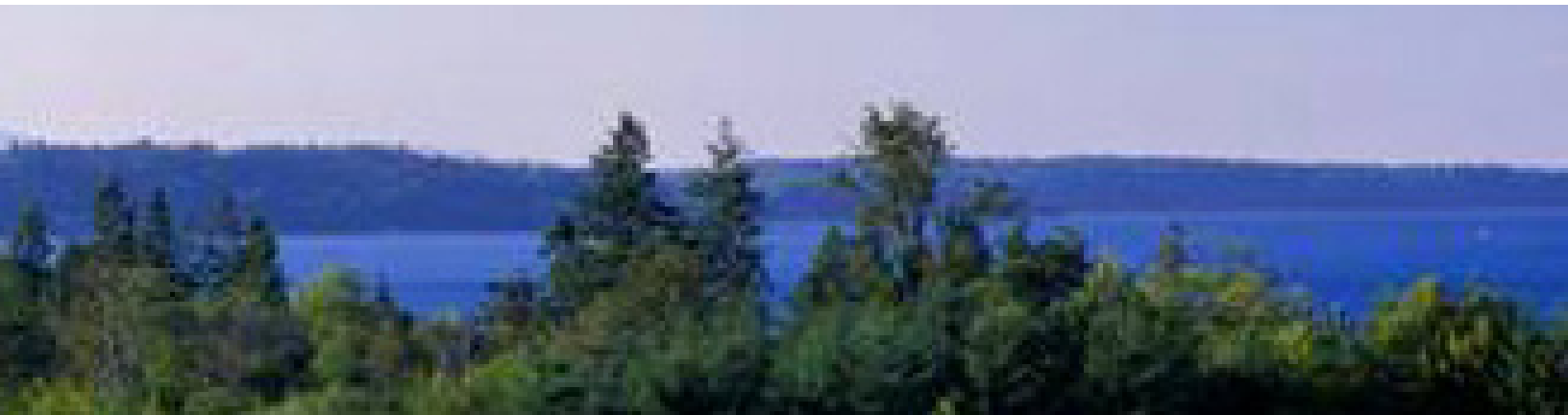
- Progressively responsible and well-rounded experience at a management or administrative level for a public sector agency, with a minimum of three years at the local government level with experience in contract negotiations, public policy, budgeting, and fiscal analysis OR any combination of experience and education which provides the applicant with the level of required knowledge and abilities. A broad working knowledge of local government, public process, and community programs and procedures is essential.

COMMITMENT TO:

- The principles and values of providing high quality, transparent, efficient, and customer focused services at the local government level.
- Work collaboratively across departmental lines without formal authority to create mutually beneficial solutions and initiatives.
- Remaining respectful of differing points of view at all times and building consensus where common ground exists.
- Developing and maintaining positive interpersonal working relationships in a working environment that is characterized by efficiency and cooperation.

ABILITY TO:

- Assist in the development and implementation of budgets for local government services.
- Maintain familiarity with legislation affecting municipalities and related policy issues at the federal, state, regional, and local levels.
- Communicate effectively in writing, interpersonally, and when addressing groups or speaking in public.
- Initiate or facilitate the development of innovative approaches to resolving problems or implementing new or improved programs.
- Effectively engage with elected officials and advise on policy related issues in a balanced and impartial fashion.
- Navigate a complex working and political environment with diplomacy, tact, patience, and integrity.
- Recognize and mitigate conflict early.
- Draw on lived and learned experience, knowledge base, and practical wisdom to provide inspiring leadership and direction to staff.
- Effectively balance multiple initiatives and projects often with competing deadlines or levels of priority.



OPPORTUNITIES FOR IMPACT

Establishing Relationships: Reach out to City Clerk, Assistant City Clerk, Executive Director of Animal Services, Public Affairs Manager, the City Manager, Department Heads, other City staff, City Council Members, and external City partners with the intent of earning trust and respect and establishing positive, professional working relationships.

Technology Implementation: Lacey is in the midst of a city-wide implementation of a new electronic records management system (OpenText). This effort is currently being spearheaded by the Public Affairs Manager, a direct report to the ACM. As such, the new ACM must get up to speed on the current state of the roll-out and play a leadership role in the process moving forward.

Animal Services: In addition to its own residents, Lacey oversees animal-centric services, to include shelter, licensing, and enforcement, for residents of Olympia, Tumwater, and unincorporated Thurston County. The new ACM will work with the Executive Director of Animal Services to understand current contractual obligations to these customers and craft a plan for advancing the department.

Public Affairs/Communications: Work with the Public Affairs Manager to craft a comprehensive, contemporary communications plan designed to leverage new and emerging communications



channels, as well as traditional channels, to ensure that the residents of Lacey receive timely, proactive, accurate, and complete information regarding City programs and services.

Public Defenders: The ACM manages contract relationships with a group of local attorneys who provide public defense services for the City of Lacey. There are six (6) such contracts in place currently with three (3) of them expiring this year. The ACM will lead the process of renegotiating and renewing these contracts to ensure uninterrupted services.



TO BE CONSIDERED

THE POSITION IS OPEN UNTIL FILLED WITH A PRIORITY DEADLINE OF:

November 20, 2020

Candidate materials are reviewed on an on-going basis and initial interviews will begin by late October.

USING TWO PAGES OR LESS, PLEASE ADDRESS THE FOLLOWING TWO TOPICS IN YOUR COVER LETTER:

1. At times, the Assistant City Manager is called upon to address emergent issues in a comprehensive and timely manner for the City Manager. What do you feel are your top three (3) strengths in relation to this role?
2. Describe your professional experience working as an inclusive member of a management team and reaching decisions by consensus on that team.

You may submit a resume and a two-page (or less) cover letter addressed to the City Manager, Scott Spence at:

<https://valtasgroup.recruiterbox.com/jobs/fk0qh91/>

Please upload the resume and cover letter as a single, combined WORD or PDF document.

You may direct questions to **Mr. Ed Rogan** at ed@valtasgroup.com or **206.697.8428**.

The City of Lacey is a progressive and equal opportunity employer committed to creating a welcoming work environment. The City of Lacey and the Valtas Group do not discriminate on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.





ABOUT VALTAS GROUP

We are proud of our work as **Interim Executive Directors**, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We **lead the search process in partnership with the board** and staff leadership, as consultants for **recruiting and search** to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. **Contact us** to learn about our **executive interim and placement services** and keep your organization moving during any transition or major change.

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