

Proposal to provide Recruitment Services for the City of Coburg's next City Administrator



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2002, Prothman is an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their careers to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 650 recruitments and interim placements. We have read and screened over 17,000 resumes, and we have personally interviewed over 7,500 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.

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

Owner / President: Sonja Prothman, sonja@prothman.com, 206.368.0050
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www.prothman.com
www.prothman-jobboard.com
Submittal Date: January 10, 2023

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon, with 35-450 employees. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

Sonja Prothman - Project Support

As Owner and President, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital 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 has been a key member of the Prothman team for 18 years and is responsible for office and 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.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly ten years and is responsible for Prothman's social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 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, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of March 6 & 13, 2023	Meet via Zoom or travel to Coburg for stakeholder interviews. Gather information for position profile. Send position profile for review and edits.
March 20, 2023	Post position profile on Prothman website and start advertising and active recruiting
March 27, 2023	Send Direct Mail
April 30, 2023	Application Closing Date
Weeks of May 1 & 8, 2023	Prothman screens applications & interviews top 6 - 12 candidates
Week of May 15 - 19, 2023	Meet via Zoom or travel to Coburg for Work Session to review semifinalists and design final interviews
Week of June 5 or 12, 2023	Travel to Coburg for Final Interview Process

This supports an August 2023 start date.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for over 20 years. We have worked for small organizations like Yachats, Oregon, population 800, to large counties like King County, Washington, population 2.3 million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

Executive Management Recruitments - In Progress

Deputy City Manager – City of Tacoma, WA; General Manager – Oceanside Water District, OR; General Manager – Tillamook County Transportation District, OR; General Manager – Link Transit, WA; Director of Accounting and Finance – Annenberg Foundation, CA; Chief Financial Officer – Port of Everett, WA; General Manager – Manchester Water District, WA; Principal Engineer – City of Cedar Falls, IA; Executive Director – Tahoe Regional Planning Agency, NV.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will meet via Zoom 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 your organization, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with the City Council
- ◆ Meet with the current City Administrator
- ◆ Meet with Department Directors and Staff as directed
- ◆ Meet with 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 ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach 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 related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

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 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (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) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 10 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.

Candidate Presentation

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom or travel to Coburg 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 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

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**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to the City of Coburg 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.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

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 one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a City Administrator recruitment with a one-year guarantee is \$18,500, but in recognition that Coburg is a small city, we offer the recruitment at \$14,500. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and three 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.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, halfway point and after the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Coburg will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, websites, LinkedIn Boost, and other advertising (\$1,600 - \$1,900)
- Direct mail announcements (\$1,800)
- Consultant travel: Mileage at IRS rate, travel time at \$45 per hour, lodging when required (approx. \$550 - \$800 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)

Other Expenses

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.

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.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

EXAMPLE OF POSITION PROFILE



**Tillamook County Transportation District,
Oregon**

GENERAL MANAGER

\$105,000 - \$120,000

Plus Excellent Benefits

Apply by

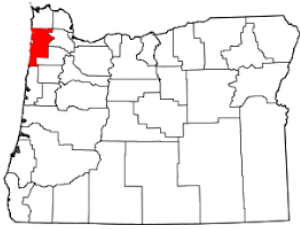
October 23, 2022

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



Tillamook County, Oregon is home to spectacular natural attractions ranging from lush, magnificent rainforests, to rugged mountain and wide ocean beaches.

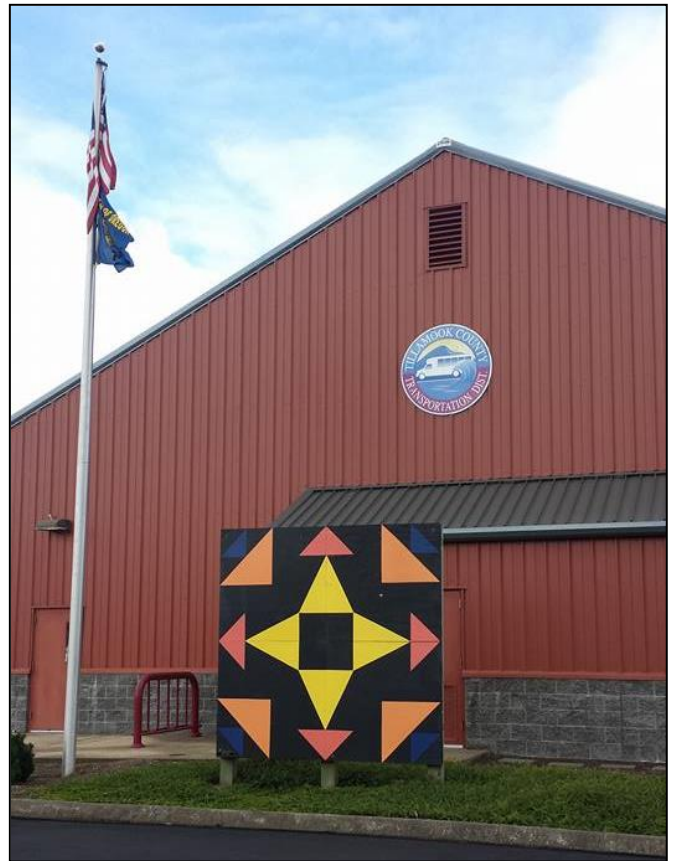
The region is full of beautiful views and places to explore, offering its residents and large number of yearly visitors four adventure-filled seasons and endless experiences.

The Tillamook County Transportation District offers an excellent location for a talented management professional to live, work and play in a community which takes pride in its natural beauty and quality of life.

THE COMMUNITY

Located in the northwest portion of Oregon along the beautiful North Oregon Coast, Tillamook County is bordered by Clatsop County on the north, Washington and Yamhill Counties on the east, Polk and Lincoln Counties on the south, and the Pacific Ocean on the west. Tillamook County covers 1,333 square miles and is home to over 25,000 residents. Tillamook County offers unlimited peaceful beaches along 75 miles of scenic coastline, four bays and five major rivers which provide an abundance of recreation, and majestic forested mountains. The County also offers numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway.

Tillamook is also the home of world-famous Tillamook Cheese, and the dairy industry is a major player in the local economy. Dairy farms dominate the county's fertile valleys providing milk for Tillamook Cheese, while logging and lumbering became a significant economic force due to the reforestation of most of the "Tillamook Burn" area. Other major economic drivers include agriculture, fishing, tourism, and recreation. Residents and visitors enjoy local activities from kayaking, canoeing, rafting and fishing on the County's numerous rivers, to hiking and biking on an extensive network of trails. The area also boasts sailing, surfing, golfing, crabbing, jetboating, and exploring the beaches of the Pacific Ocean.



Incorporated cities within Tillamook County include the cities of Bay City, Garibaldi, Manzanita, Nehalem, Rockaway Beach, Wheeler, and the county seat, Tillamook. Located only 75 miles west from the cultural and entertainment amenities of Portland, the City of Tillamook is home to the County Courthouse, as well as the Pioneer Museum, Tillamook Bay Community College, and the county's main post office, library, and hospital (Adventist Health). Just east of the downtown area is the Tillamook County Fairgrounds, and just south of the city is the Port of Tillamook Bay. The Port is home to the Tillamook Naval Air Station Air Museum, an airport, an industrial park and a railroad, and the Tillamook County Justice Facility, including the Tillamook County Sheriff's Office, the county jail and the local headquarters of the Oregon State Police.



THE ORGANIZATION

Tillamook County Transportation District (TCTD) was established in July 1997. The District's mission is to "Connect Communities Through Sustainable Transit Services". Fondly referred to as "The Wave", the District accomplishes its mission by providing a variety of public transportation services throughout northwest Oregon, including general public Dial-A-Ride, local deviated fixed route bus services, intercity and commuter bus services, and non-emergency medical transportation services. TCTD is a part of NW Connector; a coordinated regional transit system that includes five individual transit agencies in NW Oregon: Tillamook County Transportation District, Columbia County Rider, Sunset Empire Transportation District, Benton County Transit, and Lincoln County Transit.

In September 2011, TCTD began providing public transportation services seven days a week (Sunday through Saturday). TCTD also provides Intercity bus services to Portland providing two trips seven days a week. TCTD also operates service north from Tillamook County into Cannon Beach in Clatsop County in cooperation with the Sunset Empire Transportation District. In February 2012, TCTD began providing public transportation service between Tillamook and Lincoln City in cooperation with Lincoln County Transportation Service District. TCTD also provides service to Grand Ronde to Salem.

TCTD is governed by an elected seven-member Board of Directors and operates on a 2022 budget of \$16 million with 33 FTEs. The overall management of TCTD is divided into departments which include Operations, which includes a three-position maintenance team, Finance, and Administration. In 2021, combined ridership for all modes of service totaled over 102,000.

TCTD also operates the NW Rides non-emergency medical transportation (NEMT) brokerage for the Columbia Pacific CCO (CPCCO) to arrange transportation rides to CPCCO members traveling to and from their Oregon Health Authority (OHA) covered medical appointments. The NW Rides brokerage arranges NEMT rides to CPCCO members living in Clatsop County, Columbia County, and Tillamook County.

THE POSITION

Under the general direction of the Board of Directors, the General Manager serves as the representative of Tillamook County Transportation District (TCTD) Board of Directors, assuring that all responsibilities and functions of the district are carried out in a timely and responsible manner. This position will ensure the long-term viability of TCTD through recommendations to the Board, mentor and build the staff, and champions the District's purpose of meeting the needs of the general public for intra-county and inter-county transit programs. To view a full job description, please view the attachment found [here](#).

Performance Measures will include:

Operating the district within budget guidelines; Effectively building and maintaining a high performing staff; Providing outstanding customer service; Successfully gaining suitable funding for the district; Communicating effectively to the public, staff, board and outside government agencies; and Fiscal responsibility and stewardship of taxpayer dollars, as well as other funds entrusted to the district.

OPPORTUNITIES & CHALLENGES

Healthy Fiscal Condition

The District is in excellent fiscal condition but is heavily reliant upon grant funding. The incoming General Manager will take steps secure grant funding o ensure current services levels are sustained and grown upon.

District Internal Relations

The Board is unified in nearly all decisions and works well together. In addition, all but management employees are union, and the relationship with the union has been good. The General Manager will work with the management group to promote a cohesive team atmosphere and ensure good interpersonal relations are maintained.

Staffing

As with many organizations, the biggest staffing challenge for the District is recruitment and retention of drivers. The General Manager will be in charge of attracting and recruiting quality employees in an environment where housing is considered expensive and in short supply.

EDUCATION & EXPERIENCE

A bachelor’s degree in a related field is preferred. The selected candidate must be bondable and maintain an Oregon Driver’s License in good standing throughout employment. The selected candidate will be required to live within Tillamook County. The ideal candidate will have ten (10) years of transit related experience, and five (5) years of progressive leadership, supervisory or management work.

Candidates that possess any combination of education or experience that displays the relevant skills and training necessary to be successful will be considered.

THE IDEAL CANDIDATE

The ideal candidate will be a visionary who can guiding the agency through continued growth. This person will be personable and a true leader who has excellent skills in team building, and experience working with an elected board in strategic planning. Broad general management skills and experience with human resource functions, and an extensive background with grant funding development and management will be required to be successful. A background in transit planning is preferred, but not required. The selected candidate must be able to develop and maintain excellent intergovernmental relations. will have a history of being conservative yet innovative, not be afraid to call thing as they are, and be a proven listener and mentor. A people person with a high level of integrity and a delicate touch will excel this the position. This person must have the ability to operate the district within federal and state laws, rules and regulations, and be capable of promoting public and employee trust and confidence.



COMPENSATION & BENEFITS

- **\$105,000 - \$120,000 DOQ**
- 100% employer paid Health Insurance, 90% for dependents.
- \$20,000 Life Insurance policy.
- 457 (b) deferred compensation plan with matching up to 8% of deferred compensation after 6 months of employment.
- Options for enrollment in Health Care Reimbursement, Flexible Spending Account and Aflac.

For more information, please visit:

www.tillamookbus.com



The Tillamook County Transportation District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 23, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to www.prothman.com, click on “Open Recruitments” select “Tillamook County Transportation District, OR – General Manager” and click “Apply Online” or click [here](#). If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



Tacoma

WASHINGTON

DEPUTY CITY MANAGER OF INTERNAL SERVICES

\$215,259 - \$303,056

First Review:
February 5, 2023
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Deputy City Manager of Internal Services** position for the **City of Tacoma, Washington**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



TACOMA, WASHINGTON



The City of Tacoma is nestled along the shore of Commencement Bay in Washington State and offers many community parks, miles of beautiful waterfront, hiking and biking trails, golf courses, museums, and a world-class zoo and aquarium. Tacoma also serves as a getaway to some of the most magnificent natural wonders in the world, such as Puget Sound, Mount Rainier National Park and Olympic Peninsula.

Working for the government is a rewarding opportunity to work with people who are passionate about making a real, tangible difference. You'll be surrounded by innovative leaders working on a variety of issues during this formative time in Tacoma's development. By working with us, you can play a part in shaping the future of the city.

CITY OF TACOMA & THE CITY MANAGER'S OFFICE

The City of Tacoma operates under a Council-Manager form of government. The City Council is comprised of a Mayor and eight Council Members elected to serve four-year terms. As the policy making body of the City, the City Council serves as the link between the residents of Tacoma and their municipal government.

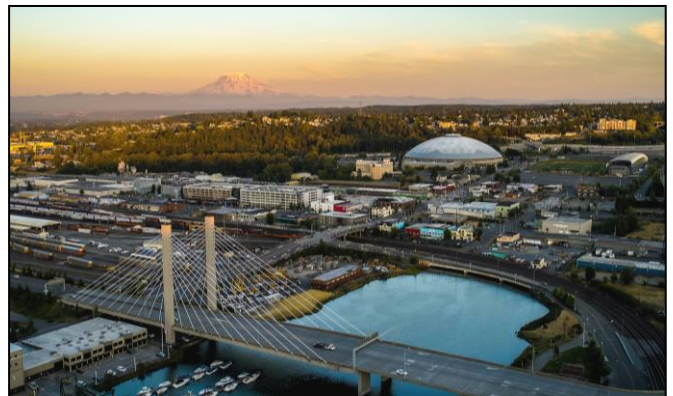
The City Manager ensures that the City's programs and operations meet the needs of Tacoma residents and serves as the connection between the City Council and City departments to ensure effective implementation of City policies. The Deputy City Manager of Internal Services role resides within the City Manager's Office with assignment to oversee various department, offices and functions including the following:

- Safety Office
- Office of Equity and Human Rights
- Office of Media and Communications
- Human Resources Department
- Finance Department
- Information Technology Department
- Customer Support Center/Tacoma First 311
- Liaison to the Municipal Court, Retirement Office and Library



THE POSITION

Under the direction of the City Manager, the Deputy City Manager of Internal Services assists with the day-to-day administration and operations of internal services departments and functions as well as implementation of City Council priorities. Major responsibilities include consulting with and advising the City Manager on management of administrative matters and community and operational needs, leading the execution of administrative initiatives, and enacting complex policies and programs set by the City Council to fulfill the goals and objectives of the City.



THE PRIORITIES

In anticipation of future retirements, the incoming Deputy City Manager of Internal Services will assist with executive level succession planning. This is a unique opportunity to be involved in building the City's core leadership team for the future.

Additionally, they will hit the ground running with several significant initiatives underway in the areas they oversee including implementation of SAP Now, enacting language access programs, and assisting with Charter Review.

Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.