

**Proposal**  
for  
**City Administrator  
Recruitment Services**



**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!**

***PROTHMAN***

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**Executive Recruitment**

***Interim Staffing. Application Software. Job Board.***

# **STATEMENT OF QUALIFICATIONS**

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## **ABOUT PROTHMAN**

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

## **OUR EXPERTISE**

**Firsthand Knowledge of Local Government:** Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 22+ 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 950 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 9,000 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.

## **OUTREACH EXPERTS**

**Our Ability to Connect to Potential Candidates is Unmatched!** Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

## **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/CEO: Sonja Prothman - [sonja@prothman.com](mailto:sonja@prothman.com), 206.368.0050  
[www.prothman.com](http://www.prothman.com)  
[www.prothman-jobboard.com](http://www.prothman-jobboard.com)

Submittal Date: September 19, 2024

## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

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### **Steve Worthington - Project Lead**

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Cliff Moore - Project Support**

Cliff Moore joins Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, WA, and City Manager of Yakima, WA. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his master's degree from the University of San Francisco, and he is fluent in Spanish.

### **Sonja Prothman - Project Support**

As owner and CEO, 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.

### **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.

## **PROPOSED SCHEDULE**

Blue highlighted / bolded events represent meetings with the client.

<b>Date</b>	<b>Topic</b>
<b>Weeks of September 30 &amp; October 7, 2024</b>	<b>Travel to Stevenson for stakeholder interviews. Gather information for position profile. Send profile for review and edits.</b>
October 14, 2024	Post profile and start advertising and actively recruiting
October 21, 2024	Send Direct Mail
November 24, 2024	Application Closing Date
Weeks of November 25 & December 2, 2024	Prothman screens applications & interviews top 6 - 12 candidates
<i>November 28 &amp; 29, 2024</i>	<i>Thanksgiving Holiday</i>
<b>Week of December 9 - 13, 2024</b>	<b>Travel to Stevenson for Work Session to review semifinalists and pick finalists, and design final interviews</b>
<i>December 23, 2024 - January 5, 2025</i>	<i>Christmas &amp; New Year Holidays</i>
<b>Week of January 6 or 13, 2025</b>	<b>Travel to Stevenson for Final Interview Process</b>

## **REFERENCES**

**City of Chehalis, WA** – City Manager (*recently completed*)

**Contact: Tony Ketchum, Mayor**

tketchum@ci.chehalis.wa.us

360.345.1042

**Klickitat County, WA** – Jail Administrator (*in progress*), Public Health Director, Fiscal Manager, Chief Accountant, HR Director, Director of Planning

**Contact: Robb Van Cleave, HR Director**

robbvc@klickitatcounty.org

509.773.7171

**City of Battle Ground, WA** – City Manager (*recently completed*)

**Contact: Troy McCoy, Mayor**

troy.mccoy@cityofbg.org

360.600.5468

**Jefferson County, OR** – Community Development Director, Finance Director (*both recently completed*), HR Director, Building and Grounds Director, Health Director, Public Works Director

**Contact: Jeff Rasmussen, County Administrative Officer**

jeff.rasmussen@co.jefferson.or.us

541.475.2449

## **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 22+ years. We understand politics, Board and Council 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.

**Some of our Executive Management Recruitments – In progress and recently completed:**  
City Manager – City of Centralia, WA; City Manager – City of Battle Ground, WA; City Manager – City of Chehalis, WA; City Manager – City of Brookings, OR; General Manager – Sudden Valley Community Association, WA; HR Director – City of Spokane, WA; Fire Chief – Spokane County Fire District 9, WA; Public Works Director – City and Borough of Sitka, AK; Jail Administrator – Klickitat County, WA; Assistant Finance Officer – City of Box Elder, SD; Community Development Director – Jefferson County, OR; Municipal Attorney – City and Borough of Sitka, AK; Fire Chief – Wellington Fire Protection District, CO; Chief Executive Officer – Ben Franklin Transit, WA; Civil Engineer – Cowlitz County, WA; Finance Director – City of Burien, WA; Environmental Manager – Skookum Contract Services, WA.

## **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

#### **Information Gathering and Research (*Soliciting Input*)**

**We will travel to Stevenson 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 Mayor
- ◆ Meet with the City Council
- ◆ Meet with Department Directors and Staff
- ◆ Meet with Community and Local Government Leaders, as directed
- ◆ Meet with other Local 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 city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails from our database of city/county management professionals.
- ◆ **Personal Networking** from your lead consultant's knowledge of current city/county managers and city administrator candidates from past recruitments.
- ◆ **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 12 candidates. During the interviews, we ask 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** (*Choosing the Finalists*)

**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 travel to Stevenson** 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 an Evening Reception**
  - **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 Stevenson and facilitate the interviews.** The interview process usually begins with a morning briefing where the 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 full recruitment with a one-year guarantee is \$19,500, however, in recognition that Stevenson is a small city, we offer the recruitment at \$16,000.** The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references 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, at the halfway point, and upon completion of the final interviews.

### **Expenses**

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

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,200 - \$2,200)
- Direct mail announcements (\$1,900)
- Consultant travel: mileage at IRS rate, travel time at \$50 per hour, lodging if needed (approx. \$450 - \$650 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$300)
- Background checks performed by Sterling (approx. \$170 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**



Washington

## CITY MANAGER

**\$195,000 - \$225,000**

*Plus Excellent Benefits*

*Apply by*

**May 26, 2024**

*First Review, Open Until Filled*

**PROTHMAN**



**THE COMMUNITY**



Located 30 minutes north of Portland and just 5 miles east of Interstate 5, Battle Ground is a vibrant community of 21,780 tucked in the foothills of the rugged Cascade Mountains in southwest

Washington. Battle Ground is known for offering a strong sense of community and a rural living alternative within reach of the larger Portland-Vancouver metropolitan area.

Battle Ground is a growing community, and its prime location has attracted new businesses and housing developments as well as residents who desire a simpler lifestyle within reach of larger city amenities and the great outdoors. Historically, Battle Ground added most of its population during 1990 to 2010, growing from a city of 3,758 residents to 17,571.



Today, Battle Ground serves as the commercial and social hub for the larger north Clark County area. Residents and visitors enjoy an array of amenities from a movie theater and major chain stores to local pubs, craft eateries and retail establishments. The city is also home to a 13,000 square foot community center in the historic Old Town district, and a 27,000 square foot skate park ranked 2nd best in the state by the Seattle Times.

Located between the mountains and the sea, Battle Ground is surrounded by an expanse of state and regional parks, scenic rivers and lakes, open space, and farmland. The city's gateway location offers convenient nearby opportunities for hiking, fishing, camping, biking, paddle boarding, and kayaking. Mount St. Helens National Volcanic Monument and the ski slopes of Mt Hood are within a 90-minute drive. Portland International Airport serves the region just 30 minutes away.



**THE CITY**

Incorporated in 1951, the City of Battle Ground is a full-service city that operates under a Council-Manager form of government. The City Council is comprised of seven members elected at-large to serve 4-year terms. Each biennium the council selects one of its members to serve as Mayor and one to serve as Deputy Mayor.

The City operates on a total budget of \$85 million with a team of 98.75 FTEs. City departments include Executive, Finance, Community Development, Municipal Court, Parks & Recreation, Police, and Public Works.

## THE POSITION

Working under the direction and authority of the City Council, the City Manager serves as the City's Chief Executive Officer and is responsible to plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances, and programs.

The City Manager supports the council by providing leadership, drafting policies, developing city plans, and advising on legislative decisions. The City Manager will also prepare and administer the city's budget, keeping the council informed about the financial health of the city and ensuring compliance with all relevant laws and ordinances.



In addition to these responsibilities, the City Manager serves as a crucial liaison between the City of Battle Ground and other governmental and community organizations, representing the city's interests and viewpoints.

The City Manager will manage the city's leadership team, setting goals and objectives, and ensuring the efficient and effective delivery of services. The role also involves addressing citizen inquiries and complaints as needed.

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



## EDUCATION & EXPERIENCE

- A bachelor's degree in public administration, planning, business administration or a closely related field is required.
- At least five (5) years of progressively responsible senior management experience, preferably in the public sector at the local (municipal) level of government is required.
- The ideal candidate will be honest, a strong communicator, and have a track record of working well with elected officials. This person will have a good sense of finance, and strong supervision skills. The ideal candidate will be a flexible imaginative problem solver and have a strong focus on job creation.
- A master's degree in public administration, planning, business administration or a closely related field is preferred.
- Possession of a valid driver's license and insurable by the City's insurance carrier.
- City residency after appointment, unless waived by the City Council.



## COMPENSATION & BENEFITS

- **\$195,000 - \$225,000 DOQ**
- Medical insurance (Regence PPO or Kaiser HMO).
- Dental insurance (Delta Dental of WA).
- Vision insurance (Vision Service Plan).
- Long-Term Disability policy.
- \$50,000 basic term life insurance policy.
- WA PERS Retirement Program (PERS 2 or PERS 3).
- Vacation accrual starts at 8 hours per month- Advance accrual rate possible for those with prior relevant public sector experience. Future increases based on years of service.
- Sick leave accrual at 8 hours per month.
- 12 paid holidays per year, plus 1 floating holiday; 2nd floating holiday after 5 years of service.
- Flexible Spending Account, Health Savings Account (with HDHP only), Aflac plans, 457 retirement program options (voluntary).



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

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

The City of Battle Ground is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 26, 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](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Battle Ground, WA – City Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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

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

## EXAMPLE OF INVITE LETTER



Washington

**CITY MANAGER**

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

*Plus Excellent Benefits.*

First Review:

**September 8, 2024**

*(Open Until Filled)*

[Learn more at www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the **City Manager** position for the **City of Centralia, 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 professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

**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 heartbeat 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.



## 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. Departments 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 & 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. 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 review the position profile and benefits package, and to learn more about Prothman, please visit: [www.prothman.com](http://www.prothman.com).**