



Class Title: Assistant City Administrator

Class Code: 105

Department / Division: Executive Department

Reports To: City Administrator

Salary Grade: NR39

FLSA Status: Exempt

Bargaining Unit: Non-represented

FTE Status: Salaried

Flexible Schedule: Remote and flexible schedule options may be available per policy and business need.

This specification describes the general nature and level of work. It is not a contract and does not list all duties.

Classification Summary

Serves as a key member of the City's executive management team, assisting the City Administrator in the overall leadership and coordination of City operations. Provides direct oversight of assigned programs, departments, and special initiatives related to public information, human and community services, and capital project management. Acts as a liaison between City administration, community organizations, and regional partners to ensure the delivery of equitable, high-quality services that align with City goals and strategic priorities.

Distinguishing Characteristics

- This is a senior executive classification responsible for both operational management and strategic initiatives across City departments.
- The position requires a high level of professional judgment, leadership, and political acumen.
- The Assistant City Administrator exercises delegated authority from the City Administrator and may act on their behalf during absences.

Essential Functions

City Administration & Strategic Leadership

- Assist the City Administrator in conducting the city's business in all areas as assigned.

- Support city directors and departments with research, preparation, and administration oversight for grants applicable to a variety of city capital and community service projects.
- Assist in the preparation of the annual budget and capital facilities plans.
- Represent the city and acts on the city's behalf with local, state and federal agencies, and public organizations, citizens, media, boards, or commissions as assigned.
- Attend city council meetings as necessary, acting as management advisor to the council on community service-related issues; presents written and oral reports and recommendations.
- Supervise, coach and ensure appropriate training is provided to staff including the Economic Development Coordinator and others who may be assigned.

Policy and Legislative Coordination

- Collaborates with internal and external colleagues and partners to develop and implement the City's state and federal legislative efforts.
- Conducts public policy research and fiscal analysis and may participate in and/or coordinate inter-governmental or citizen advisory committees as assigned to analyze, evaluate, communicate and resolve public policy issues.
- May present information on City operations and services at public meetings and facilitate group discussions on complex and/or controversial issues.

Economic Development

- Lead the City's economic development efforts, working to develop, implement and drive progress toward goals, objectives, policies, priorities and strategies, and tracks the community's progress. Collaboratively work with internal and external colleagues and partners to review and update the City's Economic Development Plan, including coordination and cooperation with key community stakeholders.
- Works as liaison with the business community to promote job creation, tax base growth, redevelopment, and other stated objectives.
- Oversees development of strategic internal and external communication tools and approaches to share information and promote business development in Tumwater, including those efforts related to craft brewing and distilling, Tumwater Craft, and other on-going initiatives. Also collaborates with other communities and local partners in the region, such as the Thurston County Economic Development Council and Experience Olympia and Beyond, to foster and promote a desirable business environment.
- Provides research and analysis on business, community and economic trends for the purpose of supporting, developing and monitoring programs and projects that help strengthen the City's economic base.
- Oversees the City's work on brownfield redevelopment initiatives, including those associated with the former Olympia Brewing facility, the former WSDOT Headquarters building, and other sites as they may be identified.

Special Projects and Other Duties

- Organizes special purpose fundraising campaigns related to the City's Old Brew tower and Historical Homes, as the opportunities may arise.

- Facilitates, leads, and/or manages special assignments, projects, programs and community initiatives, such as the City's Diversity, Equity, Inclusion and Belonging efforts, as assigned by the City Administrator.
- Performs other duties as assigned.

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Decision Rights & Problem Solving

- Exercises independent judgment on programmatic and operational matters within assigned areas.
- Develop recommendations and implement initiatives on behalf of the City Administrator.
- Approves expenditure and manages contracts within budgetary authority.
- Acts as the City Administrator during absences when delegated.

Supervision Received / Exercised

- **Received:** Reports directly to the City Administrator. Work is reviewed for overall effectiveness and policy alignment.
- **Exercised:** Direct supervision of assigned managers and program staff; may oversee consultants, contractors, or volunteer programs.

Key Relationships

- Internal: City Administrator, Mayor, City Council, Department Directors, and City leadership team.
- External: Regional agencies, nonprofit partners, state and federal grant administrators, and the general public.

Minimum Qualifications (Pathways — meet one)

1. Bachelor's degree in public administration, business administration, or a related field and at least four (4) years of progressively responsible administrative or management experience; **or**
2. An equivalent combination of education and experience providing the required knowledge, skills, and abilities.

Special Requirements:

- Valid Washington State Driver License and acceptable driving record.

Preferred Qualifications

- Master's degree in public or business administration.

- Experience in local government management or community program administration.
- Demonstrated success managing capital projects and interagency collaborations.

Knowledge, Skills & Abilities

Thorough knowledge of:

- Practices, principles, functions, authorities and organization of municipal government, in addition to awareness of current trends and developments in the field of Public Administration.
- Applicable laws, codes, regulations, policies and procedures related to municipal government and administration, with a preference for Washington State-specific experience.
- Program and project management practices and principles.
- Research methodology and writing techniques, including preparation and presentation of financial, statistical and narrative reports.
- Current issues, trends, strategies and techniques related to community economic development, including federal and state programs.
- Governmental budgeting principles, practices and municipal finance.

Skills in:

- Analyzing situations and data accurately and developing a recommendation for and/or adopting an effective course of action.
- Writing, public speaking and interpersonal community skills.
- Leading and motivating employees.

Ability to:

- Effectively engage with elected and appointed officials to summarize and advise on policy related issues in a balanced and impartial fashion.
- Establish and maintain effective working relationships with both internal colleagues and external partners.
- Knowledge of the
- Evaluate and recommend improvements to various operations, systems, procedures, policies and methodologies with demonstrated collaborative problem solving and dispute resolution skills.
- Be respectful of multiple and differing points of view, and an ability to identify and solicit those viewpoints and build consensus where common ground exists.
- Work on a wide variety of projects with competing priorities and deadlines, and an ability to adjust and adapt as changing circumstances affect priorities and timelines.
- Demonstrate empathy and compassion in providing excellent customer service.
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Tools & Technology

Microsoft 365 suite, enterprise project management software, financial systems, and communication tools.

Working Conditions & Physical Demands

Work is primarily performed in an office setting with frequent meetings and public interactions. Regular attendance at evening Council or community meetings is required. Occasional lifting up to 20 lbs. and travel to offsite locations. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions.

Equity, Safety, and Ethics Commitments

- Demonstrate inclusive, ethical, and transparent leadership.
- Foster a workplace culture built on respect, communication, and service.
- Ensure equitable access to community programs and resources.
- Support the City's commitments to safety, wellness, and sustainability.

Classification History

- Created/Modernized: Draft October 2025
- Prior Revisions: March 2020, June 2023
- FLSA Review: Exempt

Approvals: HR Director ____ • Department Director ____ • City Administrator ____