



ADMINISTRATIVE SERVICES DIRECTOR

COMPENSATION: \$114,760 TO \$139,623
CITY EMPLOYEES: 136 FTEs
CLOSING DATE: JULY 1, 2011

THE CITY

The City of Shoreline offers classic Puget Sound beauty and the convenience of suburban living with the attractions of nearby urban opportunities.



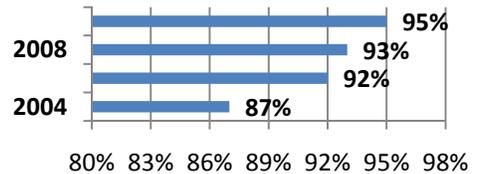
Richmond Beach

Before its incorporation in 1995, the City of Shoreline, a “first-tier” suburb, was an unincorporated island of King County surrounded by the older cities of Seattle, Edmonds, Woodway and Lake Forest Park. Covering 11.7 square miles, Shoreline has a diverse population of 53,000 residents. It is primarily residential with a limited commercial tax base.

Over the years, Shoreline has developed a reputation of strong neighborhoods, excellent schools and abundant parks.

In 2010, 95% of residents rated Shoreline as an excellent or good place to live. And independent sources have affirmed that view. Local magazines have named Shoreline as the “best place to live” in the Puget Sound area several times and in 2010 Money Magazine recognized Shoreline as one of the best American small cities on their list of America’s Best Places to Live.

Percentage of Residents Rating Shoreline as an Excellent or Good Place to Live



In the fall of 2010, the citizens of Shoreline passed a City property tax proposition by 56%, and prior to that, in 2006, citizens passed a parks bond measure by 70%.

The City has always maintained a strong, healthy fiscal condition. For example, we have maintained ten years of clean audits, AA+ bond rating, Standard & Poor’s Financial Management Assessment Rating of Strong, and have instituted reserves for operating, cash flow and equipment replacement.

The City of Shoreline operates as a code city under the laws of the State of Washington with a Council-Manager form of government.

The City has a seven member City Council elected at large for four-year staggered terms with a Mayor selected by the Council for a two-year term. The City provides a range of municipal services to its citizens.

City departments include: City Manager's Office, Public Works, Planning & Development Services, Administrative Services, Human Resources, City Attorney, Community Services and Parks, Recreation & Cultural Services.

The City contracts with King County for police services; fire services are provided by the Shoreline Fire District; water is provided by Shoreline Water District and Seattle Public Utilities; sanitary sewer is provided by Ronald Sewer District. The City employs 136 FTE and has a 2011 budget of \$69.7 million. The City has a very experienced, talented Leadership Team and a dedicated, motivated, hard working employee group.

SHORELINE'S ORGANIZATIONAL VALUES

Above all else, our focus is customer service through:

Continuous Improvement

- *Teamwork*
- *Innovation*
- *Leadership*
- *Personal & Professional Development*
- *Organization-Wide Perspective*
- *Community Involvement*

Professionalism

- *Integrity*
- *Diversity*
- *Respect*
- *Excellence*
- *Responsiveness*

Results

- *Personalized Service*
- *Problem Solving*
- *Two-Way Communication*
- *Responsible Stewardship*
- *Celebration of Successes*
- *Mutual Support*
- *Fair Process*

CITY MANAGER

Julie Thuy Underwood was appointed City Manager February 26, 2011. Previously Julie was the Assistant City Manager for Shoreline and had been in that position since 2002. Throughout her tenure at Shoreline, she has been involved in all aspects of the City's daily operations. Before coming to Shoreline, Julie worked for the City of Rockville, Maryland as the Assistant to the City Manager and as a management assistant.

Julie has a Master's Degree in Public Administration and Policy from Virginia Tech and a Bachelor of Arts Degree in Government and Politics from George Mason University. She has also received the Credentialed Manager designation from ICMA.



Puget Sound and the Olympic Mountains

Julie is values-driven, proactive and energized by teams coming together to face challenges, cooperate and creatively problem-solve. She believes that service delivery and performance is impacted by the kind of workplace that is shaped by its leaders. Julie is characterized as a servant leader and places a high value on communications, ethics, the big picture and customer service.

THE POSITION

The Administrative Services Director reports directly to the City Manager and is a key member of the City's Leadership Team.

The position directs the activities and operations of the Department including budgeting, purchasing, accounting, financial, information systems and City Clerk's functions. The Department currently has 21.875 employees in four divisions: Information Systems (5 FTE), Finance (10.125 FTE), Purchasing (2.75 FTE) and City Clerk (4 FTE).

The Administrative Services Director is responsible for coordinating assigned activities with other City Departments, the City Council and outside agencies and provides highly responsible and complex administrative and strategic support to the City Manager.

Responsibilities include:

- ◆ Assume full management responsibility for all Department services and activities; manage the development and implementation of Department goals, objectives, policies and procedures;
- ◆ Establish appropriate service and staffing levels, monitor and evaluate efficiency and effectiveness of service delivery methods; allocate resources accordingly;
- ◆ Serve as chief financial advisor to the City Manager; monitor revenues and expenditures to ensure sound fiscal control; establish and maintain internal control procedures; ensure that State and Federal standard accounting procedures are maintained; provide professional financial advice to managers ;
- ◆ Direct the central, computerized financial and management information systems of the City; oversee IT projects which are essential to the strategic and operational objectives of the organization;
- ◆ Manage the operations of the City Clerk including overseeing the maintenance and archiving of original City records; assisting citizens in participating in City government and providing responsible administrative support to City Council meetings and activities.

CANDIDATE PROFILE

The ideal candidate is an experienced leader who understands all aspects of municipal government financial, information system and Clerk operations and who enjoys public service. She or he has strong interpersonal skills, excels at working collaboratively and demonstrates the ability to build effective relationships between the City and the various stakeholders and with Directors, managers and employees within the organization.

The successful candidate will be familiar with City's Values and will embrace the organizational culture epitomized by these Values. The new Administrative Services Director will have a proven track record as a skilled manager of programs and people and experience developing and administering public sector budgets and budget processes. He or she will have produced high quality results implementing systems and programs to create and

maintain a high performing, customer service focused organization.

The ideal candidate will possess excellent oral and written communication skills, is approachable and team-oriented, a good listener who deals consistently and fairly with employees at all levels of the organization, a mentor and resource for staff, and has the ability to make tough decisions and implement solutions.

PERSONAL CHARACTERISTICS

The City seeks a candidate who is a self-starter, articulate, honest and respectful. The successful candidate enjoys working with a wide variety of employees and citizens, is politically astute, able to build credibility internally and externally, and exhibits a candid communication style that is appropriate to the forum.

The ideal candidate is able to accept and support decisions in a positive manner and have a collaborative approach to fostering development of teams. The new Administrative Services Director will bring an appropriate sense of humor, a flexible

“can-do” attitude and an overall positivity that permeates throughout the organization.

EDUCATION & EXPERIENCE

Candidates require six years of increasingly responsible local government finance experience including three years of management and administrative responsibility.

BA/BS in finance, accounting, business or public administration or a related field is required.

COMPENSATION

- ◆ \$114,760 – \$139,623 DOQ
- ◆ Medical, dental, vision, life and disability insurance, an opportunity for a City contribution to deferred comp
- ◆ 401A: Social Security Replacement including an employer match
- ◆ PERS: State of Washington Public Employee Retirement System position
- ◆ Competitive holiday, vacation and leave package

The City of Shoreline is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by the closing date of July 1, 2011.

TO APPLY

The City is now only accepting applications online. To apply, please go to the Human Resources Department page at www.shorelinewa.gov. A completed online application, including a letter of interest and resume are required.

If you have questions about the hiring process, please contact the Human Resources Department by email hadmin@shorelinewa.gov or at 206-801-2243.