



ASSISTANT CITY MANAGER

COMPENSATION: \$114,760 TO \$139,623
CITY EMPLOYEES: 136 FTEs
CLOSING DATE: OPEN UNTIL FILLED
1ST REVIEW DATE: APRIL 1

THE CITY

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



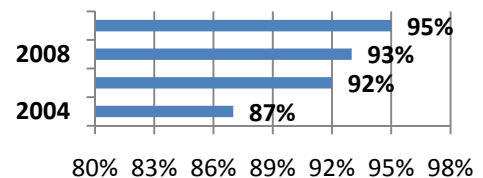
Richmond Beach

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, Finance, Human Resources, City Attorney, Community Services, City Clerk 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 has 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 Assistant City Manager reports directly to the City Manager and is a key member of the City's Leadership Team.

The position provides assistance and support to the City Manager in the day to day operations of the City and serves as "acting" in the absence of the Manager. The Assistant leads and supervises assigned departments and functions—currently the Assistant is responsible for managing the City's Community Services Division (human services, emergency management, neighborhoods and customer response team services) and assigned staff in the City Manager's Office.

The Assistant City Manager will promote the policies of the City Council and the City Manager, assist the Manager in Council and customer relations and manage the City Council agenda process.

Additional responsibilities include:

- ◆ Provide complex, analytical assistance and support to the City Manager in the

resolution of operational, policy and intergovernmental issues, including day to day operations of the City;

- ◆ Oversee and evaluate the effectiveness of City services; investigate and analyze issues and opportunities; formulate strategies for resolution of emerging issues;
- ◆ Lead and/or participate in teams of managers and cross-departmental teams in the analysis of issues and in developing internal and external policies;
- ◆ Coordinate and review staff reports for inclusion in the City Council agenda; research and prepare City Council and agenda items; respond to Council requests for information; present issues to City Council;
- ◆ Represent the City before legislative bodies, at local and regional agencies and through appearances at and participation in citizen groups and community events.

CANDIDATE PROFILE

The ideal candidate is an experienced leader who understands all aspects of municipal government 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 Assistant City Manager 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, be a good listener who deals consistently and fairly with employees at all levels of the organization and be willing and able to serve as a mentor for those interested in personal and professional development.

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 elected officials and business and citizen groups, is politically astute 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 Assistant City Manager will bring an appropriate sense of humor, a flexible “can-do” attitude and an over-all positivity that permeates throughout the organization.

EDUCATION & EXPERIENCE

Candidates require six years of increasingly responsible experience in

local government, including three years of supervisory responsibility.

BA/BS in public administration, business administration or a related field is required. An advanced degree in public administration or a closely related field is desirable.

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. This position is open until filled. All qualified candidates are strongly encouraged to apply by the first review date of April 1, 2011. Applications may be obtained by contacting the City as listed below. To apply, please submit a completed application, a letter of interest and resume to:

City of Shoreline
Human Resources
17500 Midvale Ave North
Shoreline, WA 98133 – 4905
E-mail hadmin@shorelinewa.gov
Phone: 206.801.2243
Fax: 206.546.1453
Web Site: www.shorelinewa.gov