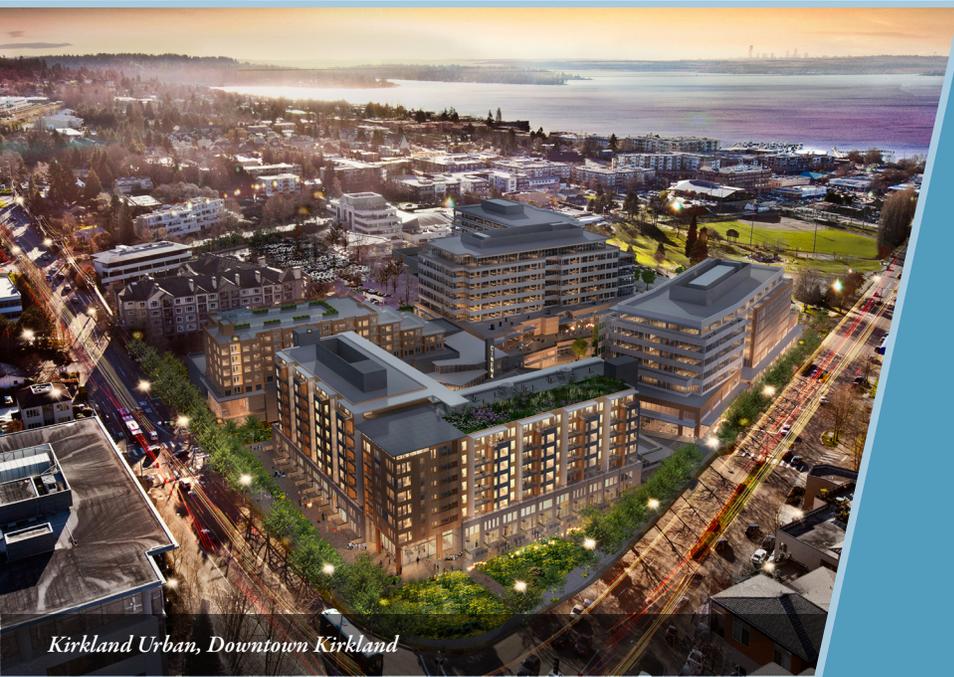




The Kirkland Justice Center in Totem Lake neighborhood



Kirkland Urban, Downtown Kirkland



Marina Park located in Kirkland's Moss Bay neighborhood



CITY OF
KIRKLAND, WA

invites your interest in
the position of

**DEPUTY
CITY MANAGER
OF OPERATIONS**

ANNUAL SALARY RANGE

\$160,413 - \$207,000

Plus excellent benefits package

First Review:
JUNE 4, 2021

THE COMMUNITY

The City of Kirkland, Washington, is located on the north-eastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. It has been ranked as one of the most livable cities in America. This lakefront community has a small-town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award winning parks, recreational activities, a quality educational system, accredited public safety programs and a healthy business community. Incorporated in 1905, Kirkland has grown into a vibrant city of 90,660 residents.

THE CITY

Kirkland is a code City and operates under the Council/Manager form of government, with a seven-member City Council, and a Council-elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local constituents and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to serve as the chief executive officer, providing leadership, direction, and guidance and is responsible for coordinating all day-to-day operations. The City Manager is assisted by the Deputy City Manager of Operations and Deputy City Manager for External Affairs. The Deputy City Manager of Operations serves as the City's Chief Operating Officer.

Kirkland is a full-service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships. The 2021-2022 biennial budget for the City is \$812.5 million with a staff of approximately 638 FTEs.

The City is committed to be a welcoming, inclusive and diverse community and is continuously working to create a culture of belonging for residents, visitors and employees. This commitment extends to our time, funding, programs and services and we actively engage with the community and our employees to bring diversity of culture, thought and experience.

CITY DEPARTMENTS INCLUDE:

City Attorney's Office	Municipal Court (led by elected
City Manager's Office	Municipal Court Judge)
Finance & Administration	Parks & Community Services
Fire	Planning & Building
Human Resources	Police
Information Technology	Public Works

POSITION OVERVIEW

The Deputy City Manager of Operations functions as the City's Chief Operating Officer and serves on the Budget Leadership Team. This position provides management direction and inter-departmental coordination for on-going City operations, as well as coordinating the City's external relationships with other governmental and quasi-governmental entities. This work involves representing the City's interests and positions before legislative and rule-making authorities at all government levels, providing leadership in interpreting and implementing the City's organizational philosophy and goals to City staff, and representing the City to community groups, City task forces, committees and boards. On behalf of the City, this individual negotiates various lease, purchase and sale agreements with other government agencies, business sector, human services agencies and community service organizations. The position also supports disaster recovery and Emergency Operations, including being available as needed to staff the Emergency Operations Center or any other work requested in an emergency.

Collaboration is a core value of the City and the Deputy City Manager of Operations ensures that departments work together to carry out the City's Work Program and provide excellent service to our community.



O.O. Denny Park located in Kirkland's Finn Hill neighborhood

QUALIFICATIONS

- Bachelor's Degree in Public Administration or a related field that provides necessary skills and abilities
- Ten years increasingly responsible experience in local government
- Excellent oral and written communication skills
- Ability to analyze and articulate complex issues encompassing a wide variety of disciplines to various audiences
- Ability to function as Acting City Manager as assigned during the City Manager's absence or during emergencies.
- NIMS and ICS certification within first six months

PREFERRED QUALIFICATIONS

- Masters Degree in Public Administration or an applicable field of study
- Experience in intergovernmental relations

COMPENSATION

The Deputy City Manager of Operations has an annual salary range of \$160,413 to \$207,000.

The City Benefits package includes:

- Medical/Dental/Vision plans with 100 % City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance - 2x annual salary
- City paid Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b(MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 20 days per year
- Sick Leave – 8 hours per month
- Holiday – 12 days per year
- 50 hours of Management Leave per year
- Community Service Day
- Employee Assistance Program
- Flexible Spending Account Options
- Wellness Program
- On-site Workout Facility
- ORCA Transit Pass



'Crane In Its Vigilance' sculpture at the Kirkland Justice Center

APPLICATION AND SELECTION PROCESS

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Position open until filled.

Applications received no later than 5:00 pm on June 4 will be considered in the first review.

Please submit resume with cover letter. Address the following in your cover letter:

- How your qualifications fulfill the requirements of the position
- How your experience meets the needs for the position
- What your unique qualifications and experience will bring to the City of Kirkland

Please provide three references who can attest to your qualifications. The references must include contact name, address, telephone number and email address. References will be contacted only following candidate approval.

