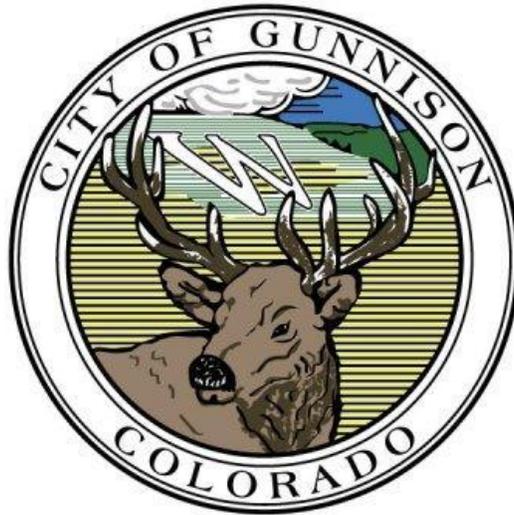


**Proposal  
to provide recruitment services  
for the City of Gunnison's next  
City Manager**



*Presented by*

***P*ROTHMAN**



## STATEMENT OF QUALIFICATIONS

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### ABOUT PROTHMAN

Prothman Company is a Northwest based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Prothman is a S corporation founded in Seattle, Washington, in 2001. Prothman has since become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

### OUR EXPERTISE

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 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.

**Firsthand Knowledge of Local Government:** Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

### 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

Sonja Prothman: sonja@prothman.com, 206.605.0415 cell phone  
371 NE Gilman Blvd., Suite 350, Issaquah, WA 98027  
Submission Date: February 4, 2016  
www.prothman.com

This proposal remains valid for 120 days from February 4, 2016



## **Current Recruitments**

City of Sheridan, WY - *City Administrator*  
City of Minot, ND - *Planning Director*  
City of Lincoln, NE - *Fire Chief*  
City of Gladstone, OR - *City Administrator (just completed)*  
City of Woodland, WA - *City Administrator*  
City of Chehalis, WA - *City Manager*  
City of Yachats, OR - *City Administrator*  
City of Vancouver, WA - *Assistant City Manager*  
Ben Franklin Transit, WA - *General Manager*  
Island Transit, WA - *Executive Director*  
Bonner County, ID - *Planning & Zoning Director*  
Jefferson County, OR - *Public Health Director*  
City of Bellingham, WA - *City Engineer*  
City of Nampa, ID - *City Engineer*  
City of Renton, WA - *HR Director*  
City of Burlington, WA - *Fire Chief*

## **2015-2010 Manager/Administrator Recruitments**

Summit County, UT - <i>County Manager</i>	City of Stevenson, WA - <i>City Administrator</i>
City Belgrade, MT - <i>City Manager</i>	City of Othello, WA - <i>City Administrator</i>
City of Minot, ND - <i>City Manager</i>	City of Lynden, WA - <i>City Administrator</i>
City of Lebanon, OR - <i>City Manager</i>	Grays Harbor Transit, WA - <i>General Manager</i>
City of Polson, MT - <i>City Manager</i>	City of Waldport, OR - <i>City Manager</i>
Franklin County, WA - <i>County Administrator</i>	City of Lake Oswego, OR - <i>City Manager</i>
City of Moses Lake, WA - <i>City Manager</i>	Deschutes County, OR - <i>County Administrator</i>
City of Scappoose, OR - <i>City Manager</i>	SW Clean Air Agency, WA - <i>Executive Director</i>
City of Bandon, OR - <i>City Manager</i>	eCityGov Alliance, WA - <i>Executive Director</i>
City of Canby, OR - <i>City Administrator</i>	Paine Field, WA - <i>Airport Director</i>
City of McMinnville, OR - <i>City Manager</i>	Intercity Transit, WA - <i>General Manager</i>
City of Hood River, OR - <i>City Manager</i>	Snohomish Health District, WA - <i>Deputy Director</i>
City of Hermiston, OR - <i>City Manager</i>	CAM-PLEX, Gillette, WY - <i>General Manager</i>
Lane County, OR - <i>County Administrator</i>	City of Ontario, OR - <i>City Manager</i>
City of Puyallup, WA - <i>City Manager</i>	Clatsop County, OR - <i>County Manager</i>
City of Covington, WA - <i>City Manager</i>	City of Port Angeles, WA - <i>City Manager</i>
WACO, WA - <i>Executive Director</i>	City of Ridgefield, WA - <i>City Manager</i>
City of Pasco, WA - <i>City Manager</i>	MRSC, WA - <i>Executive Director</i>
City of Sultan, WA - <i>City Administrator</i>	City of White Salmon, WA - <i>City Administrator</i>
City of Stanwood, WA - <i>City Administrator</i>	City of Lewiston, ID - <i>City Manager</i>
City of Issaquah, WA - <i>Deputy City Admin.</i>	City of Milwaukie, OR - <i>City Manager</i>
City of Lincoln City, OR - <i>City Manager</i>	City of Lacey, WA - <i>City Manager</i>
City of Duvall, WA - <i>City Administrator</i>	City of Riverton, WY - <i>City Administrator</i>
City of Kenmore, WA - <i>City Manager</i>	City of Shoreline, WA - <i>City Manager</i>
City of Lake Forest Park, WA - <i>City Admin.</i>	City of Gillette, WY - <i>City Administrator</i>
City of Chelan, WA - <i>City Administrator</i>	City of Casper, WY - <i>City Manager</i>
Snohomish County, WA - <i>Executive Director</i>	City of Issaquah, WA - <i>City Administrator</i>
City of Fife, WA - <i>City Manager</i>	City of Newcastle, WA - <i>City Manager</i>
City of Bothell, WA - <i>Assistant City Manager</i>	City of Sunnyside, WA - <i>City Manager</i>
City of Lakewood, WA - <i>City Manager</i>	Los Alamos County, NM - <i>County Administrator</i>
San Juan County, WA - <i>County Manager</i>	



## Past Recruitments & References

**City of Minot, ND** (pop. 50,000) - City Manager  
Contact - HR Director, Lisa Jundt - 701.857.4753

**City of Sheridan, WY** (pop. 17,500) - Finance & Administrative Services Director  
Contact - HR Director, Heather Doke - 307.674.6483

**Gunnison County, CO** (pop. 15,507) - County Manager, Director of Health & Human Services, Community Development Director, Airport Manager, HR Director, Deputy County Attorney, IT Director  
Contact - County Manager, Matthew Birnie - 970.641.0248

## Availability, Communication & Schedule

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. Our recruitments take approximately 12-15 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

## **Sample Schedule**

<b>Date</b>	<b>Topic</b>
<b>Weeks of Feb. 22, 29 &amp; March 7, 2016</b>	<b>Work contract, schedule, profile, and hold stakeholder interviews</b>
Weeks of March 14 & 21, 2016	Send profile for review, approve profile
March 28, 2016	Post profile and start advertising
May 8, 2016	Application Close Date
Weeks of May 9 & 16, 2016	Prothman screens applications & interviews top 10 - 15 candidates
<b>Week of May 23 - 27, 2016</b>	<b>Work Session to review semifinalists and pick finalists</b>
<b>Week of June 6 - 10, 2016</b>	<b>Final Interview Process, usually includes evening reception and next day interviews</b>



## **PROJECT TEAM**

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### **JOHN HODGSON - PROJECT LEAD**

John is a senior consultant for Prothman and brings 33 years of municipal service including, most recently, 7 ½ years as City Administrator/Chief Administrative Officer for the City of Kent, the sixth largest city in the state of Washington. Prior to that, John had 26 years in parks and recreation management for the City of Vancouver, WA, Metropolitan Park District of Tacoma, and Director of Parks, Recreation and Community Services for the City of Kent from 1994-2005. John's awards for his service include Kent Chamber of Commerce Public Employee of the Year, WRPA Honor Fellow, Kiwanis Distinguished President, and the Kent Lions Club Community Service Award. John has a Bachelor of Science degree in Parks and Recreation Management from the University of Oregon (1980) and completed the Cascade Management Series from the University of Washington Graduate School of Public Affairs (1992).

### **GREG PROTHMAN - PROJECT SUPPORT**

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master of Public Administration degree and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a member of SMR (Seattle Mountain Rescue).

### **SONJA PROTHMAN - PROJECT SUPPORT**

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the "elected official" side of city government—an invaluable 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 Gaskins is responsible for 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 in Los Angeles.



## Recruitment Strategy

Every recruitment we conduct is a national search. We have an aggressive national advertising campaign and we have the ability to mail the job announcement to every city, county, district, etc., in the US. Screening for "fit" is one of the most important elements in a recruitment. What sets us apart from our competition is that we know this region... our office is in Washington and we specialize in the western states. The length of tenure of our placed candidates is the highest in the industry because we understand the qualities required for candidates to fit within our unique communities, cultures and weather!

We have conducted hundreds of successful executive searches and refined our process along the way. We provide the process, but you call the shots... whether you want weekly updates or monthly updates, more meetings or less meetings... we tailor every recruitment to meet your needs. We will partner with you and find you a highly qualified candidate who is the perfect "fit" for your organization, guaranteed!

## Recruitment Process

### **Project Review**

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)
- ◆ Review the compensation package and decide if a salary survey is needed
- ◆ Identify key stakeholders

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

**We will 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 the City of Gunnison, as well as the preferred qualifications you desire in your next City Manager.

We will:

- ◆ Meet with City Council
- ◆ Meet with retiring City Manager
- ◆ Meet with Department Directors and other staff as directed
- ◆ Meet with community and other 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 education required
  - Ideal personality traits and work habits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
  - Overview of the region
  - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**



## Recruitment 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 on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city management professionals who are not actively searching for a new position.
- ◆ **Phone calls** placed directly to candidates we know will be a good fit.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

## 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 4 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 questions (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) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **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.
- 4) **Work Session:** We will prepare a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search. **We will travel to the City of Gunnison** 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 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

## 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**  
We will tailor the interview process to fit your needs. It may involve using various interview panels (which can include community stakeholders), a public evening reception or one-on-one interviews with the decision makers.
  - **Deciding on Candidate Travel Expenses**  
We will help you identify which expenses your organization wishes to cover.
  - **Identifying Interview Panel Participants & Panel Facilitators**  
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.



- ◆ **Public Reception**

We recommend that you have a public reception the evening before the interviews so that the City Council, staff and community members have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.

- ◆ **Background Checks**

Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

- **References**

We conduct 4-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

- **Education Verification, Criminal History, Driving Record and Sex Offender Check**

We contract with Sterling and will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.

- ◆ **Candidate Travel Coordination**

For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.

- ◆ **Final Interview Binders**

We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are “on the same page” when it comes to evaluating each candidate.

- ◆ **Final Interviews with Candidates**

**We will travel to the City of Gunnison and facilitate the interviews.** The interview process usually begins with a morning briefing where 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.

- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## Warranty

- ◆ **Repeat the Recruitment:** Should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee, the only cost would be the expenses.



## FEE, EXPENSES & GUARANTEE

### Professional Fee

**The fee for conducting a City Manager recruitment with a one-year guarantee is \$21,500, plus expenses.** The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and all on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The hourly rate for services performed beyond the normal scope of services is \$165.

### Expenses

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Gunnison will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising (approx. \$1,100 - 1,500)
- Direct mail announcements (approx. \$1,000 - 1,400)
- Final Interview Binders & printing of materials (approx. \$200 - 400)
- Delivery expenses for Interview Binders (approx. \$150 - 350)
- Consultant travel: airfare, rental car, lodging, travel time @ \$50 per hour (approx. \$900 - 1,400 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)
- Any client-required licenses, fees or taxes
- 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.

A 3% charge will be added to all expenses which reflects our City of Issaquah and Washington State B&O tax obligations we pay on every dollar we invoice for, including expenses. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

### Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee that if the selected finalist is terminated or resigns within **one year** from the employment date, we will conduct a replacement search with no additional professional fee, the only cost would be the expenses; on the conditions that Prothman has conducted a full recruitment process and the position has been recruited at market rate salary.

### 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.



## CLIENT LIST

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**City of Aberdeen, WA**  
Public Works Director

**Association of Washington  
Cities (AWC)**  
Chief Executive Officer

**City of Arlington, WA**  
Community Development Director (2)  
City Administrator  
Fire Chief (2)  
Finance Director (2)  
Utilities Manager  
Public Works Director  
Building Official  
Police Chief

**City of Auburn, WA**  
Planning, Building & Community Dir.

**City of Bainbridge Island, WA**  
City Administrator (2)  
Finance Director  
Community Development Dir.  
City Attorney  
Deputy Finance Director  
Project Manager  
Engineer

**City of Bandon, OR**  
City Manager

**Basin Disposal, Inc. (WA)**  
Chief Financial Officer

**City of Battle Ground, WA**  
Deputy City Manager  
Public Works Director  
Finance Director  
Police Chief

**City of Beaverton, OR**  
Human Resources Director

**City of Belgrade, MT**  
City Manager

**City of Bellevue, WA**  
Utilities Deputy Director  
Senior Planners

**City of Bend, OR**  
Police Chief

**Benton County Emergency Svcs.,  
WA**  
Director of Emergency Services  
Emergency Management Manager  
Communications Manager

**Benton County Fire District  
#4, WA**  
Fire Chief (2)

**City of Billings, MT**  
City Engineer  
Engineering Division Manager

**City of Blaine, WA**  
Public Works Director  
Finance Director

**Blaine County, ID**  
County Administrator (2)

**City of Boardman, OR**  
Police Chief

**City of Bonney Lake, WA**  
Public Works Director

**City of Bothell, WA**  
Public Works Director (2)  
Fire Chief (2)  
Human Resources Director (2)  
Deputy City Manager  
City Attorney  
Police Chief  
Assistant City Manager  
Parks & Recreation Director  
Community Development Director

**City of Bozeman, MT**  
Chief Building Official  
Human Resources Director  
Parks & Recreation Director  
Public Works Director  
Community Development Director

**City of Bremerton, WA**  
Public Works Director  
Police Chief

**Brigham City, UT**  
Police Chief

**Camano Island Fire & Rescue, WA**  
Fire Chief

**Campbell County Fire Department, WY**  
Fire Chief

**CAM-PLEX Multi-Event Facilities  
(WY)**  
General Manager

**City of Canby, OR**  
Police Chief  
City Administrator

**Canby Fire District 62, OR**  
Fire Chief

**City of Carnation, WA**  
City Manager (2)  
Public Works Director

**City of Casper, WY**  
City Manager

**Central Valley Fire District, MT**  
Fire Chief  
Fire Marshal

**Central Whidbey Island Fire &  
Rescue, WA**  
Fire Chief

**City of Centralia, WA**  
Community Development Director  
Economic Development Director

**City of Chehalis, WA**  
City Manager  
Police Chief  
Finance Manager

**City of Chelan, WA**  
City Administrator (2)

**Chelan County, WA**  
Community Development Dir.  
Regional Justice Center Director  
RJC Deputy Director

**Chelan County Public Utility  
District (WA)**  
Managing Director - HR, Labor &  
Safety

**Clackamas Community  
College, OR**  
Director of Campus Safety

**Clackamas County, OR**  
County Administrator

**Clackamas River Water Dist.,  
OR**  
General Manager

**Clatsop County, OR**  
County Manager (2)  
Community Corrections Director  
Building Official  
Development Services Manager

**Clatsop County Sheriff's  
Office, OR**  
Jail Commander



**City of College Place, WA**  
Environmental Services Director

**City of Colorado Springs, CO**  
Assistant City Manager

**City of Connell, WA**  
City Administrator

**City of Covington, WA**  
City Manager

**Covington Water District, WA**  
Utilities Director  
District Engineer  
Water Resources Manager  
Assistant Water Resources Manager  
Project Engineer  
Business Manager  
Controller

**Cowlitz County, WA**  
Building & Planning Director  
Engineer 3

**Cowlitz Sewer Operating Board, WA**  
Superintendent

**Cowlitz-Wahkiakum Council of Governments, WA**  
Executive Director

**City of Damascus, OR**  
Community Development Dir.  
City Manager

**Deschutes County, OR**  
County Administrator

**City of DuPont, WA**  
City Administrator  
Planning Director  
Finance Director  
Public Works Director

**City of Duvall, WA**  
Planning Director  
Accountant  
City Administrator  
Finance Director

**East Jefferson Fire Rescue, WA**  
Fire Chief

**East Multnomah Soil & Water Conservation District (OR)**  
Executive Director

**East Olympia Fire District #6, WA**  
Fire Chief

**East Pierce Fire & Rescue (WA)**  
Fire Chief

**Eastside Baby Corner (WA)**  
Executive Director

**eCityGov Alliance (WA)**  
Executive Director

**City of Edgewood, WA**  
City Manager (2)  
Public Works Director  
Engineer  
Senior Planner

**City of Enumclaw, WA**  
Finance Director  
Fire Chief

**City of Ephrata, WA**  
Police Chief

**City of Federal Way, WA**  
Finance Director  
Community Development Director

**City of Ferndale, WA**  
Police Chief  
Public Works Director (2)

**City of Fife, WA**  
City Clerk  
Community Development Director  
City Manager

**City of Fircrest, WA**  
City Manager  
Finance Director

**Franklin County, WA**  
County Administrator

**City of Gillette, WY**  
Public Works Director  
Community Development Director  
City Administrator

**City of Gladstone, OR**  
City Administrator

**Grays Harbor Transit (WA)**  
General Manager

**City of Great Falls, MT**  
City Attorney

**City of Green River, WY**  
Community Development Director

**Gunnison County, CO**  
County Manager  
Community Development Director  
Airport Manager  
Human Resources Director  
Health & Human Services Director  
IT Director  
Deputy County Attorney

**City of Hailey, ID**  
City Administrator

**City of Hermiston, OR**  
City Manager

**City of Hood River, OR**  
City Manager

**Intercity Transit, WA**  
General Manager

**Issaquah Food & Clothing Bank, WA**  
Executive Director

**City of Issaquah, WA**  
Police Chief  
City Administrator  
Deputy City Administrator (2)  
Deputy Finance Director

**Jackson County, OR**  
HR/Risk Management Director

**JEFFCOM 9-1-1, WA**  
Director

**Jefferson County, WA**  
County Administrator

**City of Kalama, WA**  
Police Chief

**City of Kelso, WA**  
Public Works Director  
Community Development Dir.  
City Manager

**City of Kemmerer, WY**  
Public Works Director

**City of Kenmore, WA**  
City Manager (2)  
Finance Director  
City Engineer (2)  
Community Development Director

**City of Kennewick, WA**  
Planning Director

**City of Kent, WA**  
Professional Land Surveyor  
Finance Director  
Information Tech. Director



**City of Ketchum, ID**  
City Administrator

**Ketchum Community  
Development Corporation, ID**  
Executive Director

**King County Housing  
Authority, WA**  
Finance Director

**King County Sheriff's Office,  
WA**  
Chief Financial Officer

**City of Kirkland, WA**  
Water Division Manager  
Public Works Director  
Director of Fire & Building Services

**Kootenai County Fire & Rescue, ID**  
Fire Chief

**City of La Center, WA**  
Police Chief

**City of Lacey, WA**  
City Manager

**Lacey Fire District 3, WA**  
Fire Chief

**City of Lake Forest Park, WA**  
City Administrator (3)

**City of Lake Oswego, OR**  
City Manager  
Water Treatment Plant Manager

**Lake Stevens Fire (WA)**  
Fire Chief

**City of Lakewood, WA**  
City Manager  
Assistant City Manager

**Lane County, OR**  
County Administrator

**City of Leavenworth, WA**  
City Administrator (2)  
Public Works Director  
Finance Director/City Clerk

**City of Lebanon, OR**  
City Manager

**Lewis County, WA**  
Public Works Director/  
County Engineer  
Director of Public Health &  
Social Services  
Community Development Director

**City of Lewiston, ID**  
City Manager

**City of Lincoln City, OR**  
Finance Director  
City Manager  
Human Resources Director

**City of Littleton, CO**  
Finance Director

**Local Government Personnel Institute  
(OR)**  
Executive Director

**City of Long Beach, WA**  
Community Development Director

**City of Longview, WA**  
City Manager

**Los Alamos County, NM**  
County Administrator

**LOTT Clean Water Alliance, WA**  
Finance Manager

**City of Louisville, CO**  
City Manager

**City of Lynden, WA**  
Public Works Director (2)  
City Administrator

**City of Lynnwood, WA**  
Public Works Director  
Assistant Fire Chief  
Finance Director

**Manchester Water District, WA**  
General Manager

**City of Marysville, WA**  
Police Chief  
Public Works Director  
Engineering Services Manager  
Streets/Surface Water Manager  
Community Development Director

**Marysville Fire District, WA**  
Fire Chief

**Mason County, WA**  
Public Works Director

**City of McMinnville, OR**  
City Manager

**City of Medford, OR**  
Planning Director

**City of Medina, WA**  
Public Works Director

**Metro Parks Tacoma, WA**  
Director of Planning & Development

**City of Mill Creek, WA**  
City Manager

**City of Milwaukie, OR**  
City Manager

**City of Minot, ND**  
City Manager

**City of Moscow, ID**  
Asst. Community Development Dir.

**City of Moses Lake, WA**  
City Manager

**City of Mountlake Terrace, WA**  
City Manager  
Police Chief

**City of Mukilteo, WA**  
City Administrator  
Finance Director  
Management Services Director

**Multnomah County, OR**  
Human Resources Manager (2)

**Municipal Research & Services  
Center of Washington - MRSC**  
Executive Director

**MuniFinancial, WA**  
Senior Financial Analyst  
Financial Analyst 1

**City of Newcastle, WA**  
City Manager  
Public Works Director (2)

**City of Normandy Park, WA**  
Deputy City Manager/Finance Dir.  
Planning Director  
City Manager

**North Beach Public  
Development Authority, WA**  
General Manager

**City of Oak Harbor, WA**  
City Attorney

**City of Olympia, WA**  
Public Works Finance Manager

**City of Ontario, OR**  
City Manager (2)

**City of Othello, WA**  
City Administrator  
Police Chief  
Community Development Director



**Park City, UT**  
Community Development Director

**City of Pasco, WA**  
City Manager  
Finance Director

**Pend Oreille County, WA**  
Public Works Director

**City of Polson, MT**  
City Manager

**City of Port Angeles, WA**  
Police Chief  
City Manager  
Finance Director  
Public Works Director

**City of Port Townsend, WA**  
Development Services Director  
Finance Director

**City of Post Falls, ID**  
City Administrator  
Community Development Director

**City of Poulsbo, WA**  
Chief of Police (2)

**City of Prosser, WA**  
City Administrator (2)  
Finance Director (2)  
City Clerk

**City of Puyallup, WA**  
Assistant City Manager  
Human Resources Director  
City Manager (2)

**City of Red Lodge, MT**  
Police Chief  
Community Development Director

**City of Richland, WA**  
Transportation Engineer  
Public Works Director  
Parks Superintendent

**Richmond (VA) Redevelopment & Housing Authority - RRHA**  
Sr. VP - Property Management & Assisted Housing

**City of Ridgefield, WA**  
City Manager

**City of Riverton, WY**  
City Administrator

**City of Salem, OR**  
Human Resources Director

**City of Sammamish, WA**  
Transportation Program Engineer  
Senior Project Engineers (3)  
Project Engineer  
Parks Project Manager

**San Juan County, WA**  
Public Works Director  
County Manager

**City of Sandy, OR**  
Police Chief

**City of Scappoose, OR**  
City Manager

**City of Seattle, WA**  
Fire Chief  
Labor Standards Division Dir.  
Dir. of Administration - HR

**Port of Seattle, WA**  
Fire Chief

**City of Sequim, WA**  
Public Works Director  
Human Resources Director

**City of Shelton, WA**  
City Administrator  
Community Development Director  
Management Assistant  
Public Works Director (2)  
Police Chief

**City of Sheridan, WY**  
Finance & Administrative Svcs. Dir.

**City of Shoreline, WA**  
Deputy City Manager  
City Engineer (2)  
Planning Director  
Public Works Director (2)  
City Manager  
City Attorney  
Parks, Rec. & Cultural Svcs. Dir.  
Administrative Services Director

**City & Borough of Sitka, AK**  
Deputy Finance Director

**Skagit County, WA**  
Public Works Director  
Assistant County Engineer  
Youth & Family Services Admin.

**City of Snohomish, WA**  
City Engineer  
Public Works Utilities Manager  
Finance Director

**Snohomish County, WA**  
Executive Director  
Human Services Director  
Surface Water Management  
Utility Director

**Paine Field - Snohomish County Airport (WA)**  
Airport Director

**Snohomish County Emergency Radio System, WA**  
Radio System Manager (2)

**Snohomish Health District, WA**  
Deputy Director

**SNOPAC 9-1-1, WA**  
Executive Director

**City of Snoqualmie, WA**  
Fire Chief  
Community Development  
Director  
Chief Financial Officer

**Southwest Clean Air Agency, WA**  
Executive Director

**Southwest Washington Regional Transportation Council**  
Executive Director

**City of Spokane Valley, WA**  
City Manager  
Deputy City Manager (2)  
Finance Director (2)  
Public Works Director (2)  
Community Development Dir. (2)  
Building Official (2)  
Parks & Recreation Director (2)  
City Clerk  
Assistant City Clerk  
City Attorney (2)

**Spokane Valley Fire Department, WA**  
Fire Chief

**City of Stanwood, WA**  
Finance Director (2)  
City Administrator

**City of Stevenson, WA**  
City Administrator

**City of Sultan, WA**  
City Administrator (2)

**Summit County, UT**  
County Manager



**City of Sun Valley, ID**  
City Administrator

**City of Sunnyside, WA**  
Finance/Admin. Svcs. Director  
City Manager

**City of Tacoma, WA**  
Public Works Director  
Finance Director  
Labor Negotiator

**City of Thorne Bay, AK**  
City Administrator

**Thurston County, WA**  
Human Resources Director  
Assistant CAO

**Tulalip Tribes, WA**  
Police Chief

**Twin Transit, WA**  
General Manager

**City of Vancouver, WA**  
Budget & Planning Manager  
Human Resources Director  
Parks & Recreation Director  
City Attorney

**Vashon Island Fire & Rescue, WA**  
Fire Chief  
Assistant Fire Chief

**City of Waldport, OR**  
City Manager

**City of Walla Walla, WA**  
City Manager  
Public Works Director  
Finance Manager

**City of Warrenton, OR**  
Public Works Director

**Washington Association of County Officials**  
Executive Director

**Washington Counties Risk Pool**  
Executive Director

**Washington School Information Processing Cooperative (WSIPC)**  
Executive Director

**Town of West Yellowstone, MT**  
Operations Manager

**Whatcom Transportation Authority, WA**  
General Manager  
Finance Director

**City of Whitefish, MT**  
City Manager

**City of White Salmon, WA**  
City Administrator/  
Public Works Director  
Public Works Operations Manager

**City of Wood Village, OR**  
City Administrator

**City of Woodburn, OR**  
City Administrator  
Community Development Director  
Human Resources Director  
Finance Director  
Police Chief  
Economic Development Director

**City of Woodinville, WA**  
City Manager (2)  
Development Services Director

**City of Woodland, WA**  
Fire Chief

**City & Borough of Wrangell, AK**  
Borough Manager

**Town of Yarrow Point, WA**  
Town Clerk

## EXAMPLE OF POSITION PROFILE



# City of Minot

## CITY MANAGER

**\$100,931 - \$149,833**

*Plus Excellent Benefits*

Apply by  
**June 8, 2014**  
*(open until filled)*

**PROTHMAN**



## WHY APPLY?



Located in north central North Dakota, Minot is an exceptional community with beautiful neighborhoods, friendly residents, and a healthy economy. The City encompasses 27

square miles of land representing the best of both worlds—the technology and cultural opportunities of a big city and the friendliness and security of a small town.

The City is going through unprecedented growth and change and is looking for a dynamic and energetic individual who can lead the city through this. If you are an enterprising public sector professional who desires to work for an energetic community with a bright future, this is the right position for you!

## THE COMMUNITY

Founded in 1887, Minot became known as the “Magic City” many decades ago when it experienced rapid growth, attributed to expansion of the railroad. North Dakota was founded on agriculture which today remains as the number one economic industry. Recent estimates have placed the population at 50,000 residents, with an additional 5,600 individuals residing at Minot Air Force Base located 13 miles north of the City.



Today, the City is again facing an exciting time of fast paced growth with the development of the Bakken oil formation in western North Dakota. The

state now ranks as number two in the nation for oil production. Oil industry activity has assisted Minot and North Dakota in maintaining a very low unemployment rate and in drawing other industries to the area.



Just an hour from the Canadian border and close to Bismarck and Rugby, Minot is a major trading center for the area. The Souris River goes through the middle of town, carving a picturesque valley in the middle of the flat prairie. North Dakota’s four seasons present many options to explore family friendly recreational activities, including golf, fishing, swimming, biking, and skiing. Residents have access to excellent medical care and top-notch education, with a variety of public and private schools.

The City of Minot supports a wide range of community activities and events involving visual arts and theater, shopping, dance and music. Minot is proud to be home to the Norsk Hostfest, North America’s largest Scandinavian festival. The Minot Park District consists of 21 different parks, well maintained trails through the city, public and youth golf courses, a swimming pool and splash pads and the Roosevelt Park Zoo, one of the top zoos in the region. The North Dakota State Fair Center is home to many large events, including the North Dakota State Fair, rodeos, college hockey games and more.

Minot residents take pride in their friendly people, clean and attractive environment, low crime rate, active arts community, quality education, recreational activities, reasonable cost of living, and small town values. In 2010, Forbes ranked Minot #12 on its list of “Best Small Cities to Raise a Family.”

## THE CITY

The City of Minot is a full service city with 350 fulltime personnel and has a total combined operating and capital budget of \$191.9M for 2014. Minot operates under the Council-Manager form of government. The City Council consists of 14 elected members representing 7 City Wards. An elected mayor serves as chair to the City Council, but only casts a vote to break a tie. Curt Zimbelman has been serving as mayor for almost 12 years.



## THE POSITION

Appointed by and under the policy direction of the City Council, the City Manager is actively involved in planning, directing and coordinating the services of city departments and providing executive support and direction to department heads and staff. The City Manager takes a strong leadership role in the areas of strategic planning and implementation, communication at all levels of the organizations, finance and budget, economic development and re-development, and building community consensus.



### Other responsibilities include:

- Coordinates, prioritizes, assigns and evaluates the work of department heads and support staff; provides counseling and training as needed.
- Directs the preparation of the annual budget and presents budgetary recommendations to the City Council; oversees budgetary execution and control and recommends or approves

budgetary adjustments in keeping with city policies.

- Provides executive leadership for major city functions; coordinates the work of city departments among themselves and with related federal, state, and local agencies; plans for future development, growth maintenance, and expansion of public services.
- Supervises and participates in preparing agenda and agenda materials for the City Council's consideration; evaluates plans for effecting Council policies; plans and oversees the preparation of regular and special reports for the City Council and the public.
- Represents the city government in dealing with state legislative and executive officers, federal administrative agencies, officers of local governments, and community groups.
- Appoints department heads and other personnel, as provided by ordinances.
- Advises City Council in financial and legislative matters; provides recommendations regarding revenue sources, management of financial activities, investments and indebtedness, and utilization of available federal/state grants and matching fund programs.
- Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of department heads and support staff.

## CHALLENGES & OPPORTUNITIES

**Ongoing Flood Recovery:** The City of Minot experienced a catastrophic flood in 2011 that required the evacuation of over 11,000 residents from their homes, almost one-third of the City population. A long term plan for flood protection has been proposed with completion subject to the availability of funding. The completion of this project could take up to 20 years, and will cost an estimated 820 million dollars to complete.

**Diversity In Development:** Currently, the area has seen growth due to a surge in activity from the oil and gas industry. It is important to encourage diverse business growth with long term jobs so as to ensure the City is not overly dependent on one industry for economic health.

**Affordable Housing:** Addressing the affordable workforce housing needs for Minot will help to ensure the community remains an outstanding place to live and work. This will also help to promote a diverse economy that can provide quality jobs in

the future beyond those created in the oil and gas industry.

**Having A Vision For The Future While Maintaining Sustainability:** Strategic planning is essential in a rapidly growing city. As Minot sees growth in population, there needs to be future planning for expanding the City footprint with potential urbanization of areas. This vision must also include addressing the need for new infrastructure and services and understanding the impact on current infrastructure. There must be a plan to meet our current needs without compromising the ability of future generations to meet their needs.



### IDEAL CANDIDATE PROFILE

Minot is seeking an experienced manager and leader who understands all aspects of municipal government. He or she will have had previous experience in an organization of similar size and complexity recognized for excellent customer service and continuous improvement. The ideal candidate will be honest, hard-working, and approachable by citizens, staff and council and must have a "can-do" attitude and be optimistic in addressing the issues impacting Minot.

Two factors directing change in Minot are the recovery from the catastrophic flood in 2011 and the surge in activity from the oil and gas industry. The ideal candidate must have a successful record of developing relationships and forging partnerships with county, state and federal elected officials. He or she must be tenacious in searching out and attaining state, county and federal funds and must be able to develop and implement strategic plans to assure that responsible development and redevelopment is taking place in Minot.

The next City Manager will have excellent skills in working with the Mayor and council members, both individually and as a corporate body, and will have highly developed skills in assisting councils in reaching consensus and supporting the Council as policy decision makers. The candidate must work to individually develop a means of communication to keep the elected officials apprised of all that is going on in the city and must assure that the Mayor, city council and council committees have the appropriate materials in a timely manner. The successful candidate must be confident in his/her management of the city and be willing to introduce and advocate for an idea or opinion that could be controversial.

Minot is seeking a manager with a proven track record of responsible budget and financial management, and demonstrated ability to administer, make sound management decisions, and initiate work without direct supervision. The ability to deliver results, build accountability for staff, and create a positive working environment will be important as Minot moves forward. Strong skills in dealing with the media will be a plus.

The ideal candidate will need to gain an understanding of the culture of the community and have the skills to relay messages in an optimistic manner. He or she must be active with local residents and the business community and will be expected to become a member of a local service club and be willing to participate on key community committees and attend various community events. The candidate needs to be a consensus builder and, where appropriate, be decisive with decision making.



**EXPERIENCE & EDUCATION**

A bachelor's degree from an accredited college or university in public or business administration, or related field; a master's degree is desirable; and at least five to seven years of progressively responsible experience in municipal government, including three years of senior management responsibility is required. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

**COMPENSATION & BENEFITS**

- **\$100,931 - \$149,833 DOQ**
- Medical
- Optional Dental
- Retirement
- Annual Leave
- Sick Leave, 9 City Paid Holidays
- Life Insurance
- Disability Benefits
- Car Allowance

The City of Minot is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 8, 2014** (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** and click on "submit your application" and follow the directions provided. 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., Ste 350  
Issaquah, WA 98027  
206.368.0050

## EXAMPLE OF INVITE LETTER



## DEPUTY COUNTY ATTORNEY

**\$110,875**

First Review:  
**May 31, 2015**  
(Open Until Filled)

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

Dear Colleague,

Prothman is currently recruiting for the Deputy County Attorney position for Gunnison County, Colorado. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other attorneys who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

**PROTHMAN**



**WHY APPLY?**



Located in the heart of the Rocky Mountains in central western Colorado, Gunnison County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities you can find.

Gunnison boasts that the sun shines almost every day and that the Taylor and Gunnison Rivers have some of the best trout fishing waters in the Rockies.

Gunnison County is a stable organization with dedicated employees. They are seeking a Deputy County Attorney who values intelligence, accountability and results more than ego. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



**THE REGION**

Surrounded by the 1.6 million acre Gunnison National Forest, Gunnison County is considered the “unspoiled heart of Colorado.” The area encompasses some of the wildest and most beautiful terrain in the world. The county has a population of about 15,000 and the economic base is primarily tourism, followed by education, ranching, and natural resource extraction. Crested Butte Ski Area is a destination for snowboarders and downhill skiers looking for a world-class ski experience and challenging slopes. The area offers some of the best cross country skiing, dog sledding, snowshoeing and snowmobiling in the winter, and epic mountain biking, horseback riding, boating, fishing, hunting, rafting, kayaking, hiking and camping the rest of the year. Gunnison is also home to Western State Colorado University, one of the state’s top four-year fully-accredited undergraduate institutions. Gunnison-Crested Butte Regional Airport serves the valley with both commercial airline and general aviation flights.



**COUNTY ATTORNEY'S OFFICE & POSITION**

The County Attorney's Office provides legal counsel to the Board of County Commissioners, all elected county officials, county departments, as well as various county boards and commissions. The County Attorney reports directly to the three-person Board of County Commissioners with no intervening supervision. David Baumgarten has been the County Attorney since 1989.

The Deputy Attorney works under the direct supervision of the County Attorney and under the policy direction of the Board of County Commissioners. The Deputy Attorney is a deputy to the County Attorney with primary responsibility for human services, child welfare and child support enforcement, and also with responsibility to provide legal counsel to the Board of County Commissioners, all elected county officials, various county boards, commissions, and county departments. The Deputy County Attorney also serves as the Operations Manager for the County Attorney's Office with the responsibility for supervision of all department employees (except the County Attorney) and management of the Office's work processes, including the assignment of duties and projects.

**EDUCATION AND EXPERIENCE**

A Juris Doctor from an accredited law school with five to seven years of increasingly responsible professional experience in county, municipal or other government law. Any combination of experience and training which provides the applicant with the level of required knowledge and abilities will be considered. Membership in good standing with the Colorado State Bar is required, or the ability to obtain within six months.

**Please visit [www.prothman.com](http://www.prothman.com) to review the detailed position profile and compensation package.**

Also visit the **Prothman Job Board** at [prothman-jobboard.com](http://prothman-jobboard.com) for this and other great opportunities!