



City of Fife City Manager

Salary: DOQ

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THE COMMUNITY

With majestic Mount Rainier as its backdrop, the City of Fife is the Northern gateway to Pierce County, Washington. Fife offers a small-town feel and big-city ideas, with a population of just over 9,800 and a thriving business environment. Conveniently located between Seattle-Tacoma International Airport and the Port of Tacoma, the City covers roughly 5.7 square miles of land between the Puyallup River and Puget Sound.

Fife is industrious by nature. Their prime location between Seattle and Tacoma makes them well suited for business, offering access to major roadways, the Port, and neighboring communities. Fife is known for its high-end retail auto and RV dealerships, as well as its thriving warehouse, distribution, and manufacturing centers. Once a small farming town, Fife has grown into a hub of community, industry, and retail opportunities.

When you think Fife, think livability. Open space, vibrant parks, outdoor public art, close-knit neighborhoods, and award winning schools make Fife ideal for families. With numerous established and proposed single-family and multi-family developments, Fife is a wonderful city to call home. There is no shortage of year-round family friendly events and the City is in a great location to enjoy all that the region has to offer. Mt. Rainier, the Olympic and Cascade Mountains, Puget Sound, and the Pacific Coast offer many amenities where residents can enjoy nature's beauty and participate in a variety of outdoor activities. In addition, Fife is also located just minutes from Tacoma's renowned museum district and world-class golf at Chambers Bay.



THE GOVERNMENT

The City of Fife operates under a Council/Manager form of government. The City Council consists of seven members, elected at-large to four year terms. They serve as the legislative branch of Fife's government passing ordinances and resolutions as a reflection of the City's policy direction. The Mayor is elected by the other City Council members from within their ranks and serves a two year term. The City Council is also responsible for appointing the City Manager and the members of the various City Boards and Commissions.

The City provides a full range of municipal services, with the exception of fire, which is provided by the Tacoma Fire Department. Fife has eight operating departments: Executive; Finance; Parks and Recreation; Community Development; Municipal Court; Police; Public Works; and Aquatics, employing 135 full time and 35 part time/seasonal staff. The City has a biennial budget of \$109.55 million with a general fund of \$24.14 million.

[The City Government Organization Chart](#)



THE OPPORTUNITY

The City Manager serves as the Chief Administrative Officer for the City and is responsible for the operations and management of all city operating departments. The City Manager is responsible for implementing the adopted policies of the City Council by coordinating City services to meet the needs of all who live, conduct business, and play in the City of Fife.

Under the leadership of the City Council, the City Manager proposes policies and programs, carries out directives voted by the City Council, and develops a long-range view of City problems, needs, goals, and objectives for consideration by the City Council. The City Manager also prepares general rules and regulations necessary for the conduct of the administrative offices and departments of the City and supervises the preparation of the City's budget and financial reports each fiscal year. In addition to the overall administration of City government, the City Manager oversees the Executive Department, which includes the Human Resources, City Clerk, Economic Development, and Information Technology divisions.



THE PRIORITIES

- Build strong, positive relationships with City Council and City staff and work to understand the current organization, operations, culture, and structure. Establish trust, open communication, and encourage collaboration to prioritize and execute on achievable goals.
- In partnership with the City Council, staff, and key stakeholders, prioritize and implement a wide variety of transportation related projects. Consider the proper timing, planning, long-term impacts, community connectivity, and funding to ensure the transportation system brings people together, encourages people oriented development, and assures the smooth flow of commerce.
- Continue to make progress on the City Center Plan based on Transit Oriented Development. With regional light rail coming through Fife, including a planned station along Pacific Highway, ensure the City Center Plan provides for a pedestrian environment, public spaces, a variety of housing options, and choices for a variety of activities.
- Continue to drive financial stability. Develop sustainable budgets, maintain fiscal accountability, and build City reserves. Identify new revenue streams and work to understand financial impacts of council goals, projects, and staffing to balance the fiscal reality with the City's needs.
- Proactively collaborate with the Puyallup Tribe of Indians. Develop relationships, ensure open and transparent communication, and maintain effective partnerships with the Tribal Council, Tribal leadership, and key stakeholders that encourage and support a mutually beneficial relationship.
- Develop and maintain positive relationships regionally with the Port of Tacoma, Sound Transit, WSDOT, and surrounding cities. Effectively partner and look for opportunities to collaborate while protecting Fife's interests as the City continues to grow and evolve.



THE IDEAL CANDIDATE

The City of Fife seeks a City Manager that is creative and innovative and brings a fresh, yet experienced voice and perspective to municipal leadership. With a proven ability to move projects and initiatives forward, the ideal candidate will successfully guide the City through this time of growth and change encouraging diversity of thought and valuing the opinions of others.

The City Manager has a strong history of developing effective relationships with elected officials and effortlessly partners with City Councils to provide sound advice and guidance. In addition, the City Manager demonstrates an ability to build consensus and guide others to a decision. The ideal candidate is confident, yet humble and diplomatic with a willingness to push back as needed. Considered a calculated risk taker, the ideal candidate does proper due diligence and monitors best practices in order to drive efficiency and inform decision making. Importantly, the preferred candidate is an active listener that values honesty and integrity and believes in fostering mutual respect at all levels.

A strategic thinker, the City Manager easily sees the big picture and long-term vision for the City. The successful candidate has a strong background in strategic planning and execution and is considered fiscally responsible. With a mindful eye, the City Manager monitors best practices and innovative trends to keep Fife moving forward. The ideal candidate has a proven track record with large scale capital projects, including transportation projects. In addition, the preferred candidate brings prior experience successfully partnering and collaborating with Indian Tribes.

The ideal candidate is a visible leader that enjoys being part of the community, participating in multiple activities and events. Considered to be approachable, the City Manager recognizes the importance of relationships and partnerships at all levels and has a history of engaging in effective, meaningful communication with business and community leaders, key stakeholders, and regional partners. The preferred candidate maintains an understanding of issues affecting the community, monitors regional initiatives, and leverages that knowledge to drive decisions.

A proactive leader, the City Manager creates a forward thinking culture that encourages and supports collaboration amongst staff. The City Manager is a dynamic leader who promotes a culture where creativity, communication, and customer service are highly valued. The ideal candidate is fair, establishes clear expectations, and holds others accountable. Additionally, the successful candidate embraces technology and innovation and utilizes both to drive efficiency. A good sense of humor with the ability to laugh is essential. promotes mutual respect, acceptance, cooperation, and productivity among diverse people. Toward this end, racial, ethnic, religious, or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant, or the public will not be tolerated.



THE QUALIFICATIONS

At least seven years of progressively responsible experience in municipal government, including five years of administrative or leadership responsibility. Strong managerial experience and the ability to work closely with the City Council is essential. An exceptional ability to develop effective partnerships is required. A bachelor's degree in public or business administration or related field is required.

TO BE CONSIDERED

Please go to candidateportal.waldronhr.com and submit your resume and cover letter expressing your interest in the City of Fife and fit for the City Manager role prior to June 25, 2017. Cover letters may be addressed to Heather Gantz.

The City of Fife prohibits discrimination against any individual in regard to hiring, promotion, discipline, or other employment practices. Everyone is treated equally regardless of age, gender, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental or sensory disability, marital or veteran status, or any other basis that is protected by local, state, or federal law.

It is also the desire of the City to reflect the diverse community that they serve. Fife is committed to seeking a diverse applicant pools for this position. The City is equally committed to creating a culture that promotes mutual respect, acceptance, cooperation, and productivity among diverse people. Toward this end, racial, ethnic, religious, or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant, or the public will not be tolerated.



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VISION

Fife will be a vibrant destination with a healthy balance between residential, commercial, and industrial uses, all of which are interconnected with green infrastructure and open space that supports a great quality of life.

