



AUGUST 2023

City Manager Recruitment Proposal

FOR THE CITY OF COTTAGE GROVE

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

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August 3, 2023

Ms. Candace Solesbee
Mayor
City of Cottage Grove
15 South 6th Street
Cottage Grove, OR 97424

Dear Mayor Solesbee,

Thank you for the opportunity to provide a proposal to assist the City of Cottage Grove with the recruitment of its next City Manager.

GMP is well positioned to partner with the City as we are currently conducting manager searches for the cities of Canby, John Day and Heppner, OR. Additionally, GMP is conducting recruitments for the Grays Harbor County, WA – County Administrator and Oak Park Heights, MN – City Administrator and have recently completed recruitments for the City of Belgrade, MT – Assistant City Manager, Lewis County WA – County Manager and Mountlake Terrace WA – City Manager. These and other recently completed searches provide us with an excellent knowledge of both Oregon and national city management candidates.

Having conducted 500 total recruitments including 37 Oregon city/county manager recruitments we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Prothman', is written over a light blue horizontal line.

Greg M. Prothman
President
GMP Consultants

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ABOUT GMP CONSULTANTS

GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 500 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.

- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

PROJECT TEAM MEMBERS

Greg M. Prothman – Project Manager

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Bob Larson – Lead Consultant *(Lead consultant on Canby City Administrator, Mountlake Terrace City Manager & Greys Harbor County – County Administrator)*

Bob is an accomplished municipal manager who has held senior management positions in local government since 1987. His service includes 17 years with two communities in Washington State and 17 years with three communities in Minnesota. Bob is a past-president of the Washington City-County Manager Association (WCCMA). He also served on the board of directors of the Association of Washington Cities (AWC), Sound Cities Association (SCA) and NORCOM. He is known and well respected within municipal government for his leadership and management qualities. Bob has a strong background in municipal finance, capital programs development, creating community partnerships, economic development, customer service improvements and organizational development. He has a Bachelor of Science degree and a Master of Arts degree, both in Urban & Regional Studies. He is an avid cross-country skier, cyclist and hiker. He and his partner, Jane, enjoy travelling and new adventures. Most importantly, he is the proud father of Ben and Emma.

Kate Hansen – Recruitment Coordinator

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the Mayor & City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals.

Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon City Managers Association
- Oregon League of Cities
- Association of Oregon Counties
- Washington Association of Cities
- Association of Idaho Cities
- Municipal Management Association of Northern California
- Western Cities
- California City Management Foundation
- Colorado City Managers Association
- Government Jobs
- Careers in Government
- LinkedIn
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 western United States.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

Search Work Session – We will meet with you via Zoom to review semifinalists. Prior to the meeting we will send you the: each applicant’s cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Council select the finalist candidates and design the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. 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.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		Client & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & Client: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	Client: Hosts finalist interviews Client: Makes hiring selection

PROFESSIONAL REFERENCES

City of St Helens, OR

John Walsh
City Administrator
jwalsh@sthelensoregon.gov
503-366-8211
Finance Director (*recently completed*)

City of Gearhart, OR

Chad Sweet, City Administrator
chadsweet@cityofgearhart.com
503-738-5501
Police Chief (*recently completed*)

Gunnison County, CO

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
Six department/assistant county manager
recruitments

City of Belgrade, MT

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
Human Resource Director
Assistant City Manager (*in process*)

PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$18,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800)
- Direct mail announcements (approx. \$1,300 - \$1,800)
- Consultant travel: Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$170 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

OREGON AND IN PROCESS CAO SEARCHES BY GMP'S CONSULTANTS

City of Canby, OR City Administrator (2) <i>(in progress)</i>	City of Astoria, OR (2) City Manager	City of Lebanon, OR City Manager	City of West Linn, OR City Manager
City of John Day, OR City Manager <i>(in progress)</i>	City of Bandon, OR City Manager	City of Lincoln City, OR City Manager	City of Wood Village, OR City Manager
City of Heppner, OR City Manager <i>(in progress)</i>	City of Burns, OR City Manager	City of McMinnville, OR City Manager	City of Woodburn, OR City Administrator
City of Oak Park Heights, MN City Manager <i>(in progress)</i>	City of Coburg, OR City Administrator	City of Milwaukie, OR City Manager	City of Yachats, OR City Manager
Greys Harbor County, WA County Administrator <i>(in progress)</i>	City of Coquille, OR City Manager	City of Mt. Angel, OR City Manager	Clackamas County, OR County Administrator
	City of Drain, OR City Administrator	City of Ontario, OR City Manager	Clatsop County, OR County Manager (2)
	City of Damascus, OR City Manager	City of Scappoose, OR City Manager	Curry County, OR County Administrator
	City of Gladstone, OR City Administrator	City of Toledo, OR City Manager	Deschutes County, OR County Administrator
	City of Hermiston, OR City Manager	City of Troutdale, OR City Manager	Hood River County, OR County Administrator
	City of Hood River, OR City Manager	City of Umatilla, OR City Manager	Lane County, OR County Administrator
	City of Lake Oswego, OR City Manager	City of Waldport, OR City Manager	

ADDITIONAL CAO SEARCHES BY GMP'S CONSULTANTS

Borough of Sitka, AK Municipal Administrator	City of Carnation, WA City Manager (2)	City of DuPont, WA City Administrator
City & Borough of Wrangell, AK Borough Manager	City of Casper, WY City Manager	City of Duvall, WA City Administrator
City & County of Broomfield, CO Deputy City and County Manager	City of Chehalis, WA City Manager (2)	City of Edgewood, WA City Manager (2)
City of Arlington, WA City Administrator	City of Chelan, WA City Administrator (3)	City of Ellensburg, WA City Manager
City of Bainbridge Island, WA City Administrator	City of Clyde Hill, WA City Administrator	City of Emeryville, CA City Manager
City of Battle Ground, WA City Manager (2)	City of College Place, WA City Administrator	City of Fife, WA City Manager
City of Belgrade, MT City Manager (2)	City of Colorado Springs, CO Assistant City Manager	City of Fircrest, WA City Manager (2)
City of Bingen, WA City Administrator	City of Connell, WA City Administrator (2)	Town of Friday Harbor City Administrator
City of Bothell, WA Deputy City Manager Assistant City Manager	City of Covington, WA City Manager	City of Gig Harbor, WA City Administrator

City of Gillette, WY

City Administrator

City of Hailey, ID

City Administrator

City of Issaquah, WA

City Administrator

Deputy City Administrator

City of Kelso, WA

City Manager

City of Kenmore, WA

City Manager (2)

City of Ketchum, ID

City Administrator

City of Lacey, WA

City Manager (2)

City of Lake Forest Park, WA

City Administrator (3)

City of Lake Stevens, WA

City Administrator

City of Lakewood, WA

City Manager

Assistant City Manager

City of Leavenworth, WA

City Administrator (2)

City of Lewiston, ID

City Manager

City of Livingston, MT

City Manager

City of Longview, WA

City Manager

City of Louisville, CO

City Manager

City of Lynden, WA

City Administrator

City of Mill Creek, WA

City Manager

City of Newcastle, WA

City Manager (2)

City of Minot, ND

City Manager

City of Monroe, WA

City Administrator

City of Moses Lake, WA

City Manager (2)

City of Mountlake Terrace, WA

City Manager (2)

City of Mukilteo, WA

City Administrator

Management Services Director

City of Newcastle, WA

City Manager (2)

City of Normandy Park, WA

City Manager

City of Othello, WA

City Administrator

City of Pasco, WA

City Manager (2)

Deputy City Manager

City of Polson, MT

City Manager

City of Port Angeles, WA

City Manager

City of Post Falls, ID

City Administrator

City of Prosser, WA

City Administrator

City of Puyallup, WA

City Manager

City of Rawlins, WY

City Manager

City of Renton, WA

Chief Administrative Officer

City of Ridgefield, WA

City Manager

City of Riverton, WY

City Administrator

City of Sammamish, WA

City Manager (2)

City of Shelton, WA

City Administrator

City of Sheridan, WY

City Administrator

City of Shoreline, WA

City Manager (2)

Deputy City Manager

City of South Lake Tahoe, CA

City Manager

City of Spearfish, SD

City Administrator

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator

City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator

City of Sun Valley, ID

City Administrator

City of Sunnyside, WA

City Manager

City of Thorne Bay, AK

City Administrator

City of Tumwater, WA

City Administrator

City of Vancouver, WA

Assistant City Manager

City of Walla Walla, WA

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

County of Los Alamos, NM

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)



CITY MANAGER

CITY OF JOHN DAY, OREGON





Welcome to **JOHN DAY**

John Day is a warm and welcoming community of 1,700 located in the scenic high desert of Eastern Oregon. The area is known for its breathtaking landscapes, low cost of living, relaxed lifestyle, and abundant opportunities for four-season outdoor recreation.

John Day celebrates a rich history. In 1865, the town's first post office was established and by 1887 over 1,000 Chinese immigrants called the city home, drawn by a regional gold rush. The Kam Wah Chung heritage site in John Day preserves this early Chinese culture as both a state park and National Historic Landmark.

Today's residents appreciate John Day's small-town feel, affordability, rural culture, and easy access to the outdoors. This is a close-knit community where neighbors help neighbors and a sense of community pride is palpable.

A main attraction for residents and visitors alike is the stunning natural beauty that surrounds the town. To the south lies the Malheur National Forest and the Strawberry Mountains which rise to 9,000 feet. To the west is the John Day Fossil Beds National Monument, featuring colorful rock formations and the famous Painted Hills emblazoned with brilliant hues from bands of oxidized minerals. Flowing through town is the John Day River, one of the longest free-flowing rivers in the continental United States and the longest undammed tributary of the Columbia. The region offers ample opportunities for fishing, whitewater rafting, kayaking, hiking, cross-country skiing, or enjoying a scenic drive.

Sitting at an elevation of 3,087 feet, John Day is the largest city in Grant County. The city's central location and amenities make it a hub for county-wide facilities such as the hospital, fairgrounds, chamber of commerce, library, and Ogilve Field airport which has a helibase and training center for U.S. Forest Service Malheur Forest's rappeller firefighters. Commercial flights to the region are available through Pendleton airport 126 miles away and Redmond airport 135 miles away.

Why Apply?

If you value a sense of community and are looking for a welcoming small town with exciting professional growth opportunities—this may be the right position for you. John Day offers an exceptional quality of life in beautiful Eastern Oregon with numerous outdoor activities such as hunting, fishing, biking and hiking just moments away.

THE CITY OF JOHN DAY

Incorporated in 1901, the City of John Day operates under a Council-Manager form of government. The City Council consists of a Mayor and six councilmembers elected from the city at large to serve four-year terms. The city manager is the administrative head of the City and is responsible to the City Council.

The City has a resident population of 1,700 over 1.7 square miles, however the daytime population is much higher. John Day is a regional commercial hub and the surrounding state and national forests result in significant draw for outdoor related tourism. The City has a 2023 annual budget of \$30 million, a team of 15.35 FTEs, and numerous contracted services. Departments include Administration, Finance, Fire, Parks and Recreation, Planning, and Public Works. The Grant County Planning & Development Department handles all of the City's building permits. Police services are provided by the Grant County Sheriff's Office.

Over the past seven years the City has launched a series of integrated infrastructure improvement initiatives aimed at revitalizing the community. These include efforts to create a 14-acre business park at the John Day Innovation Gateway, an aquatic center, a new wastewater treatment plant, new riverfront parks and trails, funding for new community broadband, new Kam Wah Chung interpretive center and adjacent downtown properties, and other public works projects. To date, the City has been awarded 42 grants valued at \$26.8 million to pursue many of these initiatives.



LEARN MORE

[City of John Day](#)

[2022-2023 City Budget](#)

[Community Projects](#)



THE CITY MANAGER

The position of City Manager is established under the 1993 City of John Day Charter. The city manager is hired by and serves at the pleasure of the city council. The manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and directives approved by the council. The city manager is the chief executive officer of the city and exercises supervision over its general affairs and all department heads and employees, except the city attorney and municipal judge. The council desires the city manager to become actively involved in the community.

**FULL-TIME
EMPLOYEES**
15.35

2023 BUDGET
\$30 million

AREA
1.8 square
miles

POPULATION
1,700





THE IDEAL CANDIDATE

The ideal candidate is a hands-on professional willing to dig in and perform the work necessary to assist the Council, staff and community in achieving their goals who brings a track record of getting things accomplished. Successful candidates will be business savvy and offer a wide range of experience with budgets, economic development, infrastructure operations, finance techniques, and creative problem-solving skills. The City is seeking a City Manager who brings the following knowledge and skills:

- Financially knowledgeable with municipal budgeting and finance expertise.
- Approachable with excellent written and verbal communication skills; able to connect at all levels of the organization and with a broad section of community members.
- Solid facilitation skills and the ability to bring people together toward a common goal.
- Excellent at grant writing and administration.
- Adept at public relations and marketing the positive aspects of the community.
- Capable of developing and maintaining strong partnerships with the County, neighboring cities, and community partners.
- Places a high value on organizational performance and professional development of staff.
- An innovative problem solver and strategic thinker with the facilitation skills to assist a Council comprised of diverse viewpoints to develop a strategic vision for the future.
- A proven leader capable of building and managing a team.
- Enjoys being a hands-on working city manager in a small city and understands how smaller cities function.
- Cares about the people in the community, participates in community activities, and embraces the quality of life the community has to offer.
- Experienced with successful inter-agency collaborations and with community interest groups.

Education & Experience

Bachelor’s degree (e.g., business administration, accounting, finance, public administration, public policy, or related field) or combination of skills, training, and five years public or municipal administration experience. Master’s degree or equivalent experience in public or municipal administration is preferred. Leadership experience in public or municipal administration. Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation. Must possess a valid driver’s license from Oregon State and be bondable.

OPPORTUNITIES & CHALLENGES

- Assist the City Council in reaffirming and updating their long-range goals for the City through a robust public process.
- Maintain momentum and expedite several major capital improvement initiatives already underway.
- Coordinate with Grant County on the land use permitting process to assure smooth and timely development processes to further Council goals.
- Strengthen relationships with partners such as the Grant County Chamber of Commerce and Grant County Economic Development to promote economic development and tourism.



COMPENSATION & BENEFITS

The City of John Day is offering a salary range of \$85,000 to \$145,000 annually depending on experience. Benefits include:

- PERS Retirement Program
- Paid Vacation, Sick, & Holiday Leave
- Medical, Dental, & Vision Insurance
 - High deductible plan w/ City-paid HSA
 - Employee pays 20% pretax
- \$50,000 Basic Life Insurance
- \$50,000 AD&D Insurance
- Life & Supplemental Life Insurances (voluntary)
- Identity Protection (voluntary)

RESOURCES

Discover John Day
discoverjohnday.com

Visit Oregon - John Day
visitoregon.com/cities/john-day-oregon

The Blue Mountain Eagle
bluemountaineagle.com

Grant County Chamber of Commerce
gcoregonlive.com



TO APPLY

Apply Online: gmphr.com

First Review: **May 29, 2023**

More Info: Dave Zabell, GMP Consultants
dzabell@gmphr.com / (509) 834-9343





CITY MANAGER

CITY OF NEWCASTLE, WA

Dear Colleague,

GMP Consultants is assisting the City of Newcastle in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other chief administrative officers and deputies who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman

GMP Consultants
gmphr.com





THE IDEAL CANDIDATE

The City of Newcastle seeks an experienced city management professional to lead this contract city in the best interest of its citizens with high standards of integrity. The ideal candidate will have the insight to appreciate Newcastle's rich history, quality of life, and role in the region. As a creative problem solver, they will help guide the City as it grows, ensuring that such growth is pragmatic while retaining Newcastle's sense of community.

The successful candidate will be a positive influence and advocate for the City, building trust by nature. This person will bring a collaborative management style and have the ability to both attract, coach, and retain high quality staff. They should bring an exceptional understanding of public sector budgeting and finance as well as demonstrated success at obtaining grants and other funding opportunities.

The individual selected will be a strategic, forward thinker with highly-developed communication skills and the ability to navigate effective working relationships both inside and outside the organization. Patience, honesty, transparency, and diplomacy are key attributes.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field. An advanced degree is preferred.
- A minimum of seven years professional experience, four of which shall be at the department director, assistant city manager, deputy city manager, or similar level of leadership responsibilities.
- All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

THE CITY

Located 13 miles southeast of Seattle, Newcastle is a peaceful residential community tucked in the hills between the larger cities of Bellevue, Renton, and Issaquah. Newcastle is known for offering its 13,310 residents the convenience of metropolitan living with the comfort and community of a small town. The City is in close proximity to many corporate headquarters, including Microsoft, Amazon, Starbucks, and Costco. Money Magazine has repeatedly named Newcastle as "100 Best Places to Live" and Safewise named Newcastle the 10th safest city in Washington in 2022.



Incorporated in 1994, the City of Newcastle strives to be one of the best small towns in the country. City staff are an experienced, progressive group who work to provide a high level of service and foster a sense of community for the broad diversity of people who choose to call Newcastle home. The departing City Manager has served the City since 2010.

Operating with a 2022 budget of \$23,264,250 and a team of 28.6 FTEs, Newcastle's departments include: City Manager, Community Development, City Clerk, Human Resources, Finance, Fire & EMS, Police, and Public Works. Police, fire, and attorney services are provided by contract.

**LEARN
MORE**

Visit [gmphr.com](https://www.gmphr.com)

Salary: \$175,000 - \$215,000 DOQ

First Review: June 5, 2022

Andrew Nieditz, GMP Consultants
Andrew@gmphr.com / 253-732-8081

