



CITY OF SHORELINE

City Manager



 RAFTELIS

The Position

The City of Shoreline is seeking their next City Manager. The City Manager serves as the Chief Executive Officer of the City, working under the policy direction and goals of the City Council. The City Manager develops and implements the annual recommended budget, Capital Improvement Program, and other major City programs for the Council. The City Manager stays informed on future operational needs, policy matters, and regulatory requirements and recommends courses of action.

The City Manager directs the day-to-day operations of the City, provides leadership and supervision to departments, and oversees and evaluates the effectiveness of City operations. The City Manager assists and oversees coordinating major department initiatives to achieve City Council goals and objectives. The City Manager oversees the research and analysis of issues and the development of internal and external policies by teams of managers and cross-department teams.

The City Manager promotes and implements the policies set by the City Council. The City Manager coordinates and reviews staff reports for the inclusion in the City Council agenda. The City Manager ensures the timely resolution of operational issues, and acts to anticipate and prevent potential crises and formulate strategies to reduce their impact.

The City Manager represents the City's interests and positions before legislative and rule-making authorities at all levels of government. The City Manager is a visible representative at press conferences and acts as the City's official representative through personal contacts in the community and appearances before citizen groups and service clubs.

Priorities

- Build trusting relationships with the City Council, staff, and community
- Embrace and foster the City's mission, vision, and values
- Support the City Council's implementation of the 2022-2024 and future City Council Goals and Workplans
- Ensure completion of the City's Comprehensive Plan, focusing on housing affordability, parks and recreation, transportation, and other key elements that will shape the City's future
- Foster the City's strong organizational culture, and re-imagine the post-Covid, hybrid work environment, with a mix of new and longer-tenured employees
- Partner with the Leadership Team to ensure continued customer-focused service and retain the City's highly-engaged workforce
- Support the City Council's equity and social justice commitment to build an anti-racist community

The Successful Candidate

The next City Manager is an ethical, approachable leader, who can demonstrate their engagement with people of all backgrounds and brings well-formed professional recommendations to the Council. The successful candidate possesses a calm demeanor, is a good listener, builds consensus, and brings fresh ideas and perspectives to solve problems. The next City Manager encourages innovation and creative problem-solving by staff, leads the high-performing Leadership Team, and creates connections with employees throughout the organization. The successful candidate is engaged with, listens to feedback from, and represents the City effectively with community and intergovernmental partners.

The customer-oriented City Manager brings a compassionate, measured voice and perspective to the City. The leader exhibits the community's values of equity and social justice, environmental stewardship, and commitment to enhance Shoreline's unique character and its future.

The successful candidate has strong communication and coaching skills, with the ability to motivate employees and foster a collaborative work environment. The ideal candidate is open and honest and treats staff, Council, and residents with respect. The next City Manager has broad knowledge of running the daily operations of a City with strong budget, communication, and project management skills.



Qualifications

Minimum requirements include an equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. Five years of increasingly responsible experience in local government is required, including three years of supervision.

Preferred qualifications include a master's degree in public administration, an International City/County Management Association-Credentialed Manager (ICMA-CM), and demonstrated expertise in budget/finance, capital project management, communication (internal and external), and the ability to attract and retain a high-performing leadership team and staff in a dynamic, multicultural environment. Experience with transit-oriented development, housing affordability solutions, environmental stewardship, and management of contracts and intergovernmental partnerships. Demonstrated commitment to and experience with advancing equity and social justice initiatives.

Active engagement in the Shoreline community is required. Residency after appointment is desired, but not required.

Inside The Organization

In the State of Washington, municipalities are categorized into one of four classification types according to their population at the time of incorporation or reorganization. The City of Shoreline is classified as a code city, which grants broad statutory home rule authority in all matters of local concern. Operating under the council-manager form of government, the City's seven-member Council serves as the community's legislative body and establishes policies to be implemented by an appointed City Manager. All seven members of City Council serve staggered four-year terms on a part-time basis and are elected at large. The City Council chooses a Mayor and Deputy Mayor from among its members during its first meeting of the new year following an election.

Comprehensive services provided by the City include: community services; code enforcement and customer response; environmental services; geographic information system (GIS); human services; parks, recreation, and cultural services; development review and permitting; community planning; engineering and capital project management; public safety; street maintenance; traffic services; surface water; and wastewater. The City recently completed the full assumption of the Ronald Wastewater District after operating the utility through a service contract since 2017.

In Shoreline, fire services are provided by the Shoreline Fire District. Currently, water is supplied to Shoreline residents by Seattle Public Utilities and the North City Water District. Garbage collection and recycling services are provided via contract by Recology CleanScapes, and the City enforces mandatory single-family residential garbage service. Animal control services in Shoreline are supplied via contract by Regional Animal Services of King County. Municipal Court services are provided via contract by King County District Court. The City contracts for other criminal justice services including prosecution, public defense, and jail services.

While police services are provided through a contractual agreement with the King County Sheriff's Office, the police chief serves as a member of the City's Leadership Team. The City Manager and the police chief work jointly to achieve the City Council's strategic public safety goals.

The City of Shoreline's 2021-2022 amended biennial all funds budget is \$320,774,871. The City employs 194.5 full-time equivalents (FTEs) throughout ten departments. The City entered its first collective bargaining agreement in 2021.

The City's Vision, Mission, Values, and Goals

Vision:

- Shoreline is a thriving, friendly City where people of all ages, cultures, and economic backgrounds love to live, work, and play, and, most of all, call home

Mission:

- Fulfilling the community's vision through highly valued public services

Values:

- Integrity: Act with honesty, openness, and accountability
- Teamwork: Accomplish goals, resolve issues through quality communication and collaboration
- Respect: Listen, value others, and treat everyone with fairness and dignity
- Innovation: Learn from experience, explore new ideas, and implement creative solutions
- Sustainability: Exemplify and encourage sustainable practices in our organization and community

2022-2024 City Council Goals and Workplan:

The City Council holds an annual Strategic Planning Workshop to monitor progress and determine priorities and action steps necessary to advance [Vision 2029](#). This workplan, which is aimed at improving the City's ability to fulfill the community's vision, is then reflected in department work plans, the City's budget, capital improvement plan, and special initiatives.

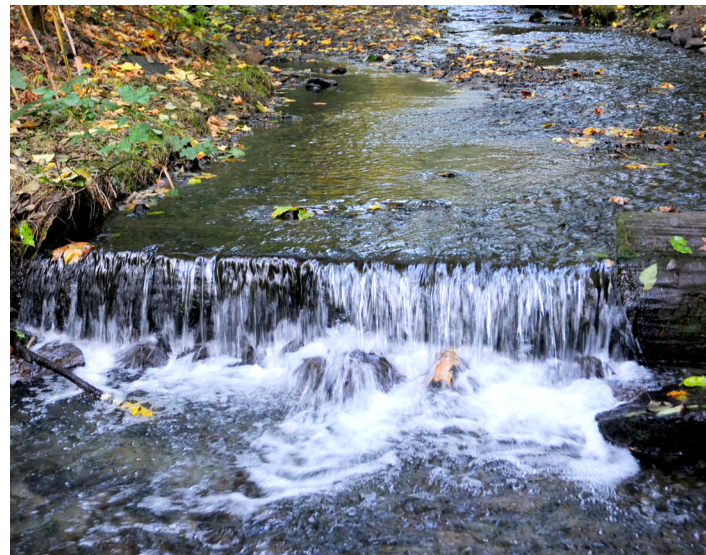
The City Council is committed to fulfilling the community's long-term vision – Vision 2029 – and being a sustainable city in all respects:

- **Sustainable neighborhoods** – ensuring they are safe and attractive
- **Sustainable environment** – preserving our environmental assets and enhancing our built environment so that it protects our natural resources
- **Sustainable services** – supporting quality services, facilities and infrastructure
- **Sustainable finances** – responsible stewardship of fiscal resources to achieve the neighborhoods, environment and services desired by the community

As revealed in the most recent [Resident Satisfaction Survey](#), residents have high confidence in City leadership and high satisfaction with the direction of their rapidly changing community.

The City has a healthy organizational culture that is mission-driven. The 2020 Employee Satisfaction Survey highlighted that:

- 91% believe the City's policies/practices support appropriate work/life balance
- 90% have a clear understanding of how their job fits with the mission of the City
- 89% have a clear understanding of organizational values and mission
- 81% believe the City is moving in the right direction



The Community

The City of Shoreline is located just north of the City of Seattle, in King County, Washington. Shoreline borders Puget Sound on the west, providing residents with breathtaking views of the Puget Sound and Olympic Mountains. The City offers scenic landscapes unique to the Pacific Northwest, along with the convenience of suburban living and the attractions of nearby urban opportunities.

Shoreline, a first-tier suburb, existed as an unincorporated community until the City was formally incorporated in 1995. Today, the City is divided into 14 separate neighborhoods, each with its own sense of community and unique offerings. Natural amenities throughout Shoreline contribute to the community's impeccable standard of living, as there are approximately 24 parks, two recreation centers, several off-leash dog areas, a botanical garden, nature preserves, and miles of winding trails in the region.



Significant investment is reshaping Shoreline's commercial areas into vibrant, walkable urban districts. The time has never been better for new headquarters and satellite offices to locate their workforce in Shoreline's ideal environment, close to home, close to shops and restaurants, and surrounded by natural beauty. When Sound Transit Link Light Rail service opens in 2024, it will be in a community transformed. Link Light Rail will deliver Shoreline residents to downtown Seattle in 18 minutes, allowing easy, quick, and affordable access to job centers plus all of the world class arts, entertainment, dining, shopping, education and healthcare Seattle has to offer. Shoreline's new downtown, [Shoreline Place](#), is coming into view for the City and will also serve neighboring communities.

Shoreline is part of the Seattle Metropolitan area, the 14th largest metropolitan area in the United States and home to an estimated 3.8 million people. The residents of Shoreline have access to the region's highly acclaimed music scene, the world-famous Space Needle, four prominent art museums, countless art galleries, Pike Place Market, the Seattle Great Wheel, and dozens of museums and historical landmarks. Six professional sports teams are rooted in Seattle, including the National Football League's Seattle Seahawks, Major League Baseball's Seattle Mariners, Major League Soccer's Seattle Sounders, and the four-time Women's National Basketball Association champions, Seattle Storm. The Seattle Metropolitan area's economy is driven by a mix of older industrial, newer technology, and service-oriented companies. Seattle is continuously recognized for its favorable business environment: Amazon, Microsoft, Starbucks, Nordstrom, Costco, Nintendo of America, and T-Mobile US are all headquartered in the Seattle Metropolitan area. In 2018, Seattle was included on a list of the "50 Smartest Cities" in the world and plans to become the first "climate neutral" city in the United States by the year 2030.

Shoreline leads in sustainability with its commitment to reduce community-wide greenhouse gas emissions and prepares our community for the impacts of climate change. Shoreline requires all new construction in the light rail station areas to meet Built Green 4-Star certification or better. Shoreline was the first salmon-safe City in Washington. The City was the first to commit to systematically improving water quality and restoring salmon habitat with the goal of leading the way to a healthier Puget Sound. The City has banned the use of natural gas for conditioning spaces for new commercial and multifamily construction. Shoreline was an early adopter of a Deep Green Incentive program, reducing permit fees and processing times for qualifying projects. Additionally, City Council is working on adopting a Transfer of Development Rights Program to accommodate growth in our City to save forest and farms outside of the urban growth area.

Shoreline students are served by Shoreline School District, which operates nine elementary schools, two middle schools, two high schools, a K-8 school, and an early learning center. Educational opportunities in Shoreline are abundant, as many public and private higher education institutions can be found in the City and neighboring Seattle. Shoreline Community College, which enrolls approximately 6,000 students, is located within the City and offers more than 60 associate majors and vocational programs. The prestigious and internationally ranked University of Washington is conveniently located in Downtown Seattle, approximately ten miles south of the City. Many private higher education institutions can also be found near Shoreline, including the City University of Seattle, Seattle Pacific University, Seattle University, the Art Institute of Seattle, and Bastyr University.

According to the U.S. Census Bureau, the racial and ethnic makeup of Shoreline is 69.1% White, 15.7% Asian, 8.0% Hispanic or Latino, 6.2% Black or African American, 0.7% American Indian and Alaska Native, 0.6% Native Hawaiian and Other Pacific Islander, and 5.7% identify as two or more races.



Quick Facts

- Population: 60,320
- Median Household Income: \$91,524
- Median Home Value: \$625,000
- Median Age: 42 years

All demographic information was sourced from the U.S. Census Bureau.



Compensation and Benefits

The expected hiring range is \$220,000 - \$250,000, depending on qualifications, with an excellent benefits package. The City participates in the Washington State Public Employees' Retirement System (PERS) and provides a 401(a) Social Security replacement plan.

More information can be found here:

<https://www.shorelinewa.gov/government/departments/human-resources/benefits>.



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.hire.trakstar.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. First review of applications will begin **August 1, 2022**.



Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Alexa Worrell at aworrell@raftelis.com.