



# CITY OF KIRKLAND, WA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

# CITY MANAGER



## THE COMMUNITY

The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. This lakefront community has a small town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. A recently approved annexation will increase Kirkland's population from its present size of 49,000 to over 82,000 beginning in June 2011.

As a waterfront community, Kirkland is recognized as a Pacific Northwest gem, rich in contemporary culture, including art galleries, fine restaurants, specialty retail shops, numerous and diverse parks, festivals, open markets, and community events. The City is also home to a range of cultural and business interests including the nationally recognized Kirkland Performance Center and the Northwest headquarters of Google.

## THE CITY

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Kirkland's civic life. Kirkland is a code city and operates under the Council/Manager form of government, with a seven member City Council, and a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed Boards, Commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. After 12 years of service the current City Manager will retire effective April 2nd, 2010.

Kirkland is a full service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships.

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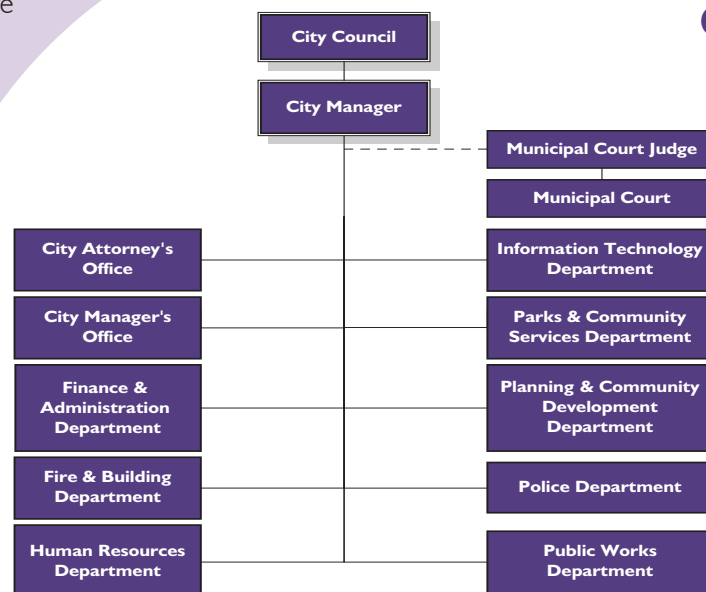
City Departments Include:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire & Building
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Community Development
- Police
- Public Works

The City's 2009-2010 Budget totals \$394,098,753, with a staff of approximately 471. Annexation will add positions to address service needs in the annexation area. The City's budget is composed of 29 separate funds that are independently balanced (i.e. revenues equal expenditures) and divided into four primary sections-General Government, Water/Sewer Utility, Surface Water Utility, and Solid Waste Utility. The General Fund is the City's largest operating fund and accounts for public safety, development, parks and recreation, and other general government services. The 2009-2010 General Fund Budget is \$121,991,440.

## ISSUES, CHALLENGES AND OPPORTUNITIES

In December 2009 the City Council accepted the annexation of the Finn Hill, North Juanita and Kingsgate Neighborhood. The annexation will increase Kirkland's current population of 49,000 residents by approximately 33,000 people to an estimated



total of 82,000 residents. The City has conducted several studies regarding the annexation including short and long term financial estimates. The annexation will become effective June 1, 2011. Plans are currently under way to add the necessary staff to provide services to the area upon its annexation. Leading the staff effort will be a major responsibility of the new City Manager.



Like most Washington cities Kirkland has been affected by the recession. Sales tax revenue declined close to 20% in 2009 (almost \$3 million) from already reduced levels in 2008. Additionally, revenues from utility taxes, business license fees and construction permit fees have fallen significantly short of budget expectations. The City has made service and staff reductions to balance its budget. The choices made by the City have been difficult. There will be a continuing need to closely monitor revenues and expenditures to ensure the future financial health of the City through pursuing sustainable budgeting practices.

The City is a member of a number of regional and sub-regional organizations and has been a leader in the formation and promotion of numerous multi-jurisdictional partnerships in areas such as affordable housing, public safety communications and dispatch and on-line access to municipal services. With the recent annexation it will gain greater representation with these organizations. It is important that the City's perspective with regard to regional matters be actively pursued.

Given the downturn in the economy, economic development and the promotion of local business will be of great importance to the City. A major shopping mall in the City is currently underutilized. Efforts to work with the owners of the center have not been successful. This remains an important issue for Kirkland as well as continuing support for downtown development opportunities.

Overall growth and traffic will continue to be issues of concern to the residents of Kirkland. Assisting the City Council in dealing with these issues and their impact will be critical.

## THE IDEAL CANDIDATE

The ideal candidate for City Manager will be a strong manager and effective team leader. The new City Manager should be a person who provides clear direction and sets expectations while holding

staff accountable. The ability to motivate staff will be a key trait possessed by the new Manager. Once a candidate is appointed he/she will be expected to review the organization's structure and make an overall assessment to ensure that the City is positioned to make the most effective use of its resources given the challenges it faces. The City Manager should include the systematic measurement of performance in his/her management of the organization. The new City Manager will be a person that brings a high level of energy and enthusiasm to the job and that continues the organization's commitment to excellent customer service. A person who is invigorated by the opportunities and challenges in Kirkland's future is being sought.

The residents of Kirkland are very engaged. The City Manager should embrace an active community and be accessible and visible. The City Manager should also be skilled at working with staff, City Council and the community in a collaborative fashion. Importantly, the City Manager should be politically adept but apolitical in his/her approach to working with people. The City Manager should treat all Council Members equally providing them with the same information. A person that is capable of saying "no" to the Council when appropriate will be successful in this position.

Candidates should possess a high level of integrity and ethics. A person who has outstanding communications skills, including the ability to listen, is being sought. The ability to hire and retain great talent is sought.

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The ideal candidate will bring a broad range of experience in a municipal environment. Candidates should have a strong knowledge of financial management and long term financial trends. Experience and knowledge of growth and its effective management will be key as will knowledge of comprehensive planning principles and neighborhood improvement strategies. Candidates should possess knowledge and experience with effective labor relations.

Candidates will typically have experience as a City Manager or Assistant City Manager. The ability to lead and manage a city the size and complexity of Kirkland once its current annexation is complete will also be viewed favorably. Candidates should possess a Bachelor's Degree in public administration or a closely related field. A Master's Degree is desirable.

## COMPENSATION

The salary for the City Manager is open depending on qualifications and experience. The City also offers an attractive benefits package including:

- Medical/Dental/Vision coverage for employee & dependents
- City paid Life Insurance (2x's annual salary to a max of \$200k)
- PERS State retirement program or 401(a) deferred compensation
- Two Deferred Compensation Programs- MEBT 401(k) plan (in lieu of Social Security) and optional ICMA 457 plan
- Vacation- 20 days per year
- Sick – 8 hours per month
- Holiday – 12 days per year (including 1 "floating" holiday)
- 50 hours of Management Leave per year
- \$425 per month Car Allowance
- Employee Assistance Program
- Flexible Spending Account
- City paid annual physical exam
- Wellness Program (including free onsite workout facility)
- Community Service Day (day off for community volunteer service)



## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at **[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)** to apply online.

**Filing Deadline:**  
**April 9, 2010**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Kirkland. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Bob Murray at:

(916) 784-9080

