

Town of Naches
Job Description
Town Administrator

Classification: Full-Time; Permanent; Non-Union; Exempt

Benefits: Health and Dental Insurance, Paid Leave, and Paid Holidays

Annual Salary Range: \$89,341 - \$119,122

Location: 29 E. Second Street, Naches Washington

Position Summary

The Town Administrator plays a crucial role in the efficient and effective functioning of the town by overseeing administrative operations and supporting the town government in achieving its goals. This position involves a diverse set of responsibilities that require strong organizational, communication, and leadership skills.

The Town Administrator shall be the administrative and liaison officer for the town, under the direction and authority of the mayor. The town administrator shall have the following specific duties, powers and responsibilities, in addition to others provided by this chapter or otherwise:

- A. Under the direction and authority of the mayor, supervise, administer and coordinate the activities of the various town offices, departments, commissions and boards in carrying out the ordinances and policies of the council; and administer and supervise the carrying out of the decisions, regulations and policies of the various town departments, commissions and boards;
- B. Report to the mayor and council concerning the status of all assignments, duties and functions of the various town offices, departments, commissions and boards;
- C. In cooperation with the town clerk-treasurer, keep the mayor and council advised of the financial condition of the town and its future needs, and assist in the preparation and submission of a preliminary budget to the mayor and council;
- D. Serve as personnel officer for the town, including, without necessary limitation, the hiring and discharging, subject to the approval of the mayor, of all town employees, except those employees and officers required by law to be appointed by the mayor;
- E. Supervise all purchasing by the various town offices, departments, commissions and boards;
- F. Supervise all expenditures by the various town offices, departments, commissions and boards, for the purpose of keeping the same within the limitations of the annual budget of the town;
- G. Assist the mayor and council in conducting the town's business in all matters and perform other duties as the mayor and council may direct;
- H. Attend all meetings of the town council and such other meetings as may be suggested by the mayor;
- I. Recommend the adoption by the mayor and council measures the town administrator may believe necessary.

Other Duties as assigned.

Required Qualifications

- Bachelor's degree in public administration, political science, business administration or management, or a closely related field. Master's degree preferred.
- Seven (7) years progressively responsible experience in a municipal, state, or federal leadership position, with three (3) years of experience as a municipal administrator.
- Comprehensive understanding of local government operations, policies, and regulations.
- Must have working knowledge of government finance with proven experience in administering budgets.
- Excellent communication and interpersonal skills.
- Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.
- Have a valid Washington State Driver's License.
- Must be bondable.
- Must be able to successfully pass background check.

Necessary Knowledge, Skills and Abilities:

A successful Town Administrator possesses a combination of knowledge, skills, and abilities that enable effective leadership, governance, and community development within a municipal setting.

- Considerable knowledge of modern policies and practices of public administration.
- Working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Familiarity with local, state, and federal laws impacting municipal governance.
- Understanding of land-use planning, zoning regulations, and sustainable development practices.
- Ability to effectively convey information to diverse audiences, including elected officials, town staff, and the community.
- Skill in planning, directing, and administering municipal programs.
- Strong leadership skills to guide and motivate town staff.
- Ability to make decisions and take initiative in various situations.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Familiarity with modern technology tools for efficient municipal operations.
- Strong problem-solving abilities to address complex issues faced by the town.
- Commitment to ethical decision-making and adherence to high professional standards.
- Ability to make decisions that align with the best interests of the community.
- Ability to prepare and analyze comprehensive reports.
- Ability to efficiently and effectively administer a municipal government.

Supplemental Information Requested

Cover letter outlining your professional experience and providing a narrative explanation of how you meet the qualifications. Professional resume including a minimum of three (3) professional references that can be contacted. Must submit to a background check.