



Assistant City Manager



The City of Olympia is seeking an Assistant City Manager to join an innovative organization with a tradition of excellence in serving the community.

This is an exciting executive leadership opportunity to work in a dynamic, effective, and creative organization at the Southernmost point of Puget Sound in one of the most scenic and culturally and historically significant settings anywhere.

Our Olympia Community

Olympia is routinely recognized for its outstanding quality of life, vibrant downtown, convenient walking and biking, active and engaged community, low crime rate, and family friendly amenities. Olympia is not only the Capital City of Washington State, it is also the entertainment, arts, and cultural hub for Thurston County and beyond.

Nature is at your doorstep in Olympia with close to 1,500 acres of public park lands within the City, and more being acquired every year. There are miles of public freshwater and saltwater shorelines as well as nearby national forests and parks, the City offers convenient access to many types of outdoor recreation.

Olympia is also within easy driving distance of the major urban centers of Seattle, Washington; Portland, Oregon; and Vancouver, British Columbia.

Olympia is a vibrant, artistic and inclusive community.





Assistant City Manager | About the Position

The Ideal Candidate

Reporting to the City Manager, the Assistant City Manager for Community Vitality oversees the Housing and Homelessness, Climate, and Economic Development programs, the Community Planning & Development Department, and Public Defense. The Assistant City Manager is responsible for a budget of \$25 million and 61 employees.

The position is part of the City's Executive team and provides guidance and expertise to City Departments, City Council, and Advisory Committees.

The City of Olympia believes in equity for all people, regardless of race, ethnicity, age, gender, sexual orientation, religion, zip code, health and ability status, or any other consideration.

The ideal candidate will be a strong listener; a hard working, collaborative leader; and focused on constant and consistent communication with their teams, with emphasis on removing roadblocks and building an environment where teams can thrive.

The selected candidate will have a proven track record in developing and implementing strategic plans, with a focus on using performance measures to guide decision-making. In this position you will build and foster strong relationships across Departments.

Areas of Demonstrated Success

Leveraging Regional Partnerships

Ability to develop and maintain collaborative, respectful, and productive relationships with other governmental agencies, jurisdictions, non-profits, community and business leaders, the state legislature, and others to advance the work of the City. Embraces community-driven and inclusive engagement to inform priorities and address complex community challenges.

Courageous and Empathic Leadership

A visionary, innovative, and strategic leader who forecasts needs based on the dynamic and emerging necessities and priorities of the community. Emphasizes fostering and strengthening relationships amongst team members and with other departments. A genuine interest in people and can look beyond traditional strategies to develop and cultivate the workforce.

Has outstanding communication skills and is an empathetic and skilled listener with a proven reputation for being accessible, responsive, honest, and transparent. An ability to stay courageous in the midst of complex organizational challenges and decision making.



Assistant City Manager | About the Position (continued)

Creating Thriving Workplace Cultures

Prioritizes working with employees to imagine, create, and implement programs that nurture a healthy, innovative, and fun culture where all employees feel like they belong and have the resources they need to do their jobs safely and effectively. An ability to embrace a “First Team” culture, where one can put the interest of the City above their own departments or functions.

Promoter of Work/Life Balance

Leads by example in promoting a healthy work-life balance for all staff and recognizes the benefits of flexible, teleworking or hybrid work schedules.

Champion of Social Justice, Equity and Belonging

Demonstrated commitment to advancing social justice, equity, and belonging in the community and within the workforce. Understands the value of community engagement in uncovering and developing strategies to avoid or mitigate inequitable outcomes.



Desirable Qualifications

A bachelor's degree and 7 years of professional experience in a higher-level position with budget and public sector staff oversight. A master's degree is desirable.

Total Compensation

The annual salary for this position is \$189,000 - \$210,000. The City offers a competitive benefit package including health, vision and dental insurance, as well as vacation and sick leave. The City participates in the State of Washington Public Employees Retirement System (PERS).

Views on 5th apartments
overlooking the public docks
at Percival Landing



City Government

Vision

A Vibrant, Healthy,
Beautiful Capital City.



Mission

Working Together
to Make a Difference.



Values

Compassion, Integrity,
and Effectiveness.



Olympia operates under a council-manager form of government. The City Council has seven members including the Mayor. Councilmembers and the Mayor are non-partisan elected officials. Olympia's budget for 2024 is \$284 million.

How to Apply:

This position will remain open until filled. To be considered for the first round of interviews, please submit application materials by September 16, 2024.

- ① Cover letter
- ② Current resume

Submit your application materials directly to:

Marissa Karras | Karras Consulting

Email: www.karrasconsulting.net

Phone: 360.956.1336

Questions: If you have questions regarding this announcement, please contact Marissa Karras at 360.956.1336, or marissa@karrasconsulting.net



Love Oly Fest in downtown Olympia



The City is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.