



City of Tukwila
**DEPUTY CITY ADMINISTRATOR
AND DIRECTOR OF
ADMINISTRATIVE SERVICES**
Recruitment Announcement

The City of Tukwila, Washington is seeking a dynamic, seasoned executive to serve as the Deputy City Administrator & Director of Administrative Services. Administrative Services includes the following divisions: Human Resources, City Clerk's Office, Community Services and Engagement, which is comprised of Communications and Human Services, and Technology and Innovation Services. Additionally, the incumbent will be responsible for leading efforts in government relations, policy analysis and special projects throughout the city. This is an exciting executive leadership opportunity to work in a dynamic and effective, organization.

Tukwila was incorporated as a city in 1908. Since that time, the city has continued to grow and flourish as a center of commerce for South King County. As the crossroad of two interstate highways – I-5 and I-405 – and within five minutes of an international airport, Tukwila is a local leader in retail/commercial sales, warehousing, and distribution of goods and manufacturing.

More than 22,600 people reside in Tukwila. Nestled in the hills surrounding the major commerce corridors are quiet residential neighborhoods. With a history of welcoming immigrants and refugees, Tukwila is one of the most diverse communities in the country. Police, fire, schools, libraries and other vital services engage with residents to provide for a desirable quality of life.



About the Position

Under the direction of the Mayor and City Administrator, the Deputy City Administrator & Director of Administrative Services provides highly responsible assistance to the City Administrator in the management of the City's Administrative Services including City operations, coordination between departments, public policy analysis and special projects. The incumbent will uphold the City's values of caring, responsiveness, and professionalism by building strong relationships across all departments to collaboratively seek solutions beneficial to the community.

The Deputy City Administrator & Director of Administrative Services is responsible for leading a staff of approximately 24 FTEs, including a Chief Technology Officer and a Chief People Officer. Under the direction of the Mayor and City Administrator the incumbent serves as an integral member of the City's Operational Leadership team. The City of Tukwila proudly partners with 8 unions and employs over 300 full-time and part-time employees.



The essential functions of this position include:

- Advises the City Administrator and Mayor on issues and developments related to the Human Resources, City Clerk's Office, Community Services and Engagement, and Technology and Innovation Services, along with government relations and special projects.
- Develops, interprets and implements plans, policies and procedures to accomplish departmental goals and objectives.
- Supervises the activities of department personnel to include scheduling, assignments, and review of work; provides assistance; administers discipline; evaluates performance and makes hiring, termination, and pay change recommendations aligned with collective bargaining agreements and city policies.
- Develops, recommends and monitors the department budget in partnership with division leadership, including the incorporation of individual division budgets by reviewing past expenditure, analyzing future needs and making determinations regarding the necessary resources to accomplish departmental goals.
- Conducts policy research, performs analytical studies and prepares reports and recommendations based on this work.
- Represents and advocates for Administrative Services on the Operations Leadership Team.
- Coordinates inter-departmental program development and operations.
- Represents the City or serves as the City liaison to community groups, City task forces, committees, governmental jurisdictions, boards and commissions and the public.
- May serve as project manager for major internal and external projects as needed. Assists in the preparation of the City's annual budgeting.
- May participate in collective bargaining discussions as needed and may serve as a City liaison to the City's labor partners.
- Develops and implements plans, policies and procedures to ensure smooth and continued business operations of the department in the event of an emergency.





Desirable Qualifications

A Bachelor's degree in related field and five years of progressively responsible experience in a complex public-service organization delivering local services and progressively responsible and well-rounded experience in public sector administration and management, with experience in public policy, intergovernmental relations, human resources, and contract negotiations. A Master's degree is a plus. Candidates may possess an alternative combination of education and experience, including in the private sector, that demonstrates the required level of knowledge and abilities.

The Ideal Candidate

For this important role the City of Tukwila seeks an experienced, unifying leader who is deeply committed to the success of the City and is a strategic big-picture thinker. The ideal candidate will have a passion for public service, be a champion for equity and inclusion and will lead by example to gain the confidence of the public, elected officials and staff. The Deputy City Administrator & Director of Administrative Services will stay ahead of the curve: recognize the broad implications of issues; show openness to new perspectives; see the relationship between people, teams, business processes and outcomes.

The preferred candidate will have experience and demonstrated success in the following areas:

- Strategic leadership and organizational development.
- Developing and maintaining a working environment that is characterized by efficiency, cooperation, and positive interpersonal working relationships that extends to all City departments.
- Resolve complex problems and mediating or facilitating cooperation among conflicting parties.
- Model and initiate a quality customer service attitude throughout the department.
- Communicate effectively orally and in writing; establish and maintain effective working relationships with the Mayor, City Administrator, department heads, employees, and the public.
- Strong working knowledge of the policies, principles and practices of public human resources administration including applicable federal, state, and city laws.
- Champion of workforce equity, diversity and inclusion and committed to the continuing implementation of the City's adopted equity policies.
- Demonstrate integrity, honesty, compassion, courage, optimism, and good judgment - particularly in situations characterized by disagreement, conflict, tension, and uncertainty.
- Creative problem solver, bringing fresh ideas and a progressive approach.
- Customer service oriented with the proven ability to mentor, coach and direct the work of staff.
- Cultural competency that enables effective working relationships in cross-cultural situations.
- Labor management knowledge and experience. Experience managing and building policies within an environment of several union/collective bargaining agreements.
- Bilingual or multilingual is a plus.

APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials as soon as possible but no later than September 1, 2023 by visiting www.karrasconsulting.net and clicking on “view open positions.”

The City of Tukwila 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.

Total Compensation

The annual salary range for this position is \$147K-\$192K. 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 retirement system.



About the City

Tukwila is one of the most diverse communities in the country, with more than 80 languages spoken in its schools. More than 50% of Tukwila households speak a language other than English at home and 40% of residents were born in another country.

Tukwila has a strong business sector. With over 40,000 jobs and one of the region's main retail destinations, over 150,000 people come to Tukwila every day to work, shop, and play. Anchored by Westfield Southcenter, which is the largest mall in the Pacific Northwest, Tukwila is a retail powerhouse. Tukwila hosts thousands of jobs in global aerospace and advanced manufacturing and is home to a number of corporate

headquarters. It is also home to hundreds of small businesses, many of which are owned by members of Tukwila's diverse international community.

Tukwila is not just a great place to live and work, but to visit as well. In addition to shopping and dining, visitors to Tukwila can tour the Museum of Flight, watch the Seattle Sounders practice, skydive indoors, attend a SeaWolves major

league rugby match, and enjoy other activities like bowling, movies, go-carts, and the beautiful regional trail system.

Tukwila is central in the Puget Sound region and enjoys access to all of the region's amazing amenities such as boating, camping, cycling, hiking, skiing, snowshoeing, and a vibrant arts and culture scene with art, dining, live music, sports, and entertainment.

