



## ---COMMUNITY ECONOMIC DEVELOPMENT BUSINESS MANAGER---

### CITY OF CARNATION, WA.

#### **Position**

This position is at-will. The Business Manager will direct, manage, and supervise operations and staff assigned to the City of Carnation's utilities. This position will coordinate all enterprise funds, will ensure cost recovery for all activities, and perform high level administrative and research tasks along with overseeing any programs associated with the City's utility system. This position will manage a small team of professionals and will be responsible for their professional development. This is a confidential position that will play an important role in City-labor negotiations and City Manager may delegate hiring and firing authority to this person.

**IMPACT:** To proactively manage City assets by effectively managing staff, consultants and contractors so that these assets are sustainable with minimal resources.

#### **Required Experience**

A minimum of five (5) years serving in a mid-level to advanced position in Parks, Public Works, Recreation, Community Development, Construction, Facility Management or other similar sector. Specific experience sought from interested candidates include:

- ◆ Neighborhood Preservation/Code Enforcement. Ability to review, interpret and explain to the general public and elected and appointed officials the City's codes as it relates to code enforcement;
- ◆ Oral and Written Communications. Excellent writing and oral communication skills is required. Ability to staff the City's Planning Commission and present technical reports, etc. to the Commission. Ability to present before elected and appointed bodies as well as the general public;
- ◆ Computer Skills. Excellent grasp for Microsoft software such as Word, Excel, Power Point, etc. Working knowledge to SpringBrook.
- ◆ Zero Based Budgeting. Experience budgeting using trends and actuals to forecast future expenditures and expenses.
- ◆ APWA Certifications or similar training. Water and wastewater certifications are desirable to more effectively oversee Superintendent and Lead.
- ◆ Code Enforcement and Building Inspection program management.
- ◆ Effective partnership building across multidisciplinary partners.

The position will administer the day-to-day activities of the following areas:

- ◆ Neighborhood Preservation/Code Enforcement. Knowledge of the City's codes and proactively conducts drive around tours of the city on a weekly basis or more if necessary, to ensure residential and commercial properties are adhering to the local ordinance;
- ◆ Asset Management. Experience managing utility systems, streets, parks, facilities and fleet. Knowledge of APWA best practices for asset maintenance.
- ◆ Team management. Experience leading teams of maintenance workers leading to outstanding production, team work, professional development and safe outcomes.

- ◆ Regional partnerships. Experience working with King County on maintenance projects is a must.

The incumbent will serve in many functions and gain experience performing a wide variety of activities, never bored in this position. What's more, the incumbent will be able to witness the results of their work and how it directly benefits the lives of those he/she/they services. If you are looking for such a position where you can work with a small dedicated team of professionals to deliver community programs then this may be the opportunity for you.

#### REQUIREMENTS

- College education is desirable.
- Water, Sewer certifications are a must.
- APWA certifications are highly desirable.
- Excel, PowerPoint and strong written skills are a must.
- COVID 19 Vaccination is a condition of employment.
- Municipal experience.
- Experience with Organized Labor is a must.

This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary. Full time; fully benefited; at-Will; FSLA Exempt.