

**Proposal
to provide recruitment services for
El Dorado LAFCO's next
Executive Officer**



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman Company specializes in providing national executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Headquartered in the greater Seattle area, Prothman is known and respected for outstanding customer service, quality candidate pools, and depth of knowledge and passion for local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Co-Owner: Sonja Prothman - sonja@prothman.com, 206.605.0415 cell
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027

www.prothman.com
www.prothman-jobboard.com

Submittal Date: December 20, 2021

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of January 10 & 17, 2022	Travel to El Dorado LAFCO or meet via Zoom/phone for stakeholder interviews. Gather information for position profile. Send position profile for review and edits.
January 24, 2022	Post Profile & Start Advertising
January 31, 2022	Send Direct Mail
March 6, 2022	Application Closing Date
Weeks of March 7 & 14, 2022	Prothman screens applications & interviews top 6 - 12 candidates
Week of March 21 - 25, 2022	Travel to El Dorado LAFCO or meet via phone/Zoom for Work Session to review semifinalists and design final interviews
Week of April 4 or 11, 2022	Travel to El Dorado LAFCO for Final Interview Process

EXPERIENCE & REFERENCES

Port of Bellingham, WA, Director of Real Estate & Asset Management Recruitment, 2021
Executive Director Rob Fix – robf@portofbellingham.com – 360.220.0395

City of South Lake Tahoe, CA, City Manager Recruitment, 2020
Council Member Cody Bass – cbass@cityofslt.us – 530.318.6299
City Manager Joe Irvin – jirvin@cityofslt.us – 530.542.6000

University District Development Association, Spokane, WA, CEO Recruitment, 2021
Board Chair Lindsey Myhre – lindseym@stcu.org – 509.344.2143

Mono County, CA, CAO Recruitment, 2019
County Counsel Stacey Simon – ssimon@mono.ca.gov – 760.924.1704

Inyo County, CA, County Counsel Recruitment, 2021, Deputy CAO Recruitment, 2018
Personnel Director Sue Dishion – sdishion@inyocounty.us – 760.878.0377

PROJECT TEAM

Sonja Prothman - Project Lead

As Co-Owner and Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 15 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in Communications from the University of Washington.

Steve Worthington - Project Support

Steve is a senior consultant for Prothman Company and brings over 30 years of successful leadership in local government and is currently serving his second four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor Pro Tem, as well. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly ten years and is responsible for Prothman’s social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

Barry Gaskins - Project Support

Barry has been with Prothman for 17 years and is responsible for the office management and for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor’s degree from California State University in Los Angeles.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, Oregon, population 800, to Belgrade, Montana, population 8,700, to large counties like King County, Washington, population 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

COVID–19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with you to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research (*Soliciting Input*)

We will travel to EI Dorado LAFCO or meet via Zoom/phone and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Executive Officer. We will:

- ◆ Meet with the Commissioners
- ◆ Meet with staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
 - Years of related experience, education required and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position, and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. **We have an aggressive recruitment strategy which involves the following:**

- ◆ **Print and Internet-based Ads** placed nationally and locally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via personal emails from our database of management professionals, as well as personal networking and outreach.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to El Dorado LAFCO or meet via phone/Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels, community tours and/or an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include the candidates' application materials and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to El Dorado LAFCO and facilitate the interviews. If you choose to have panels, the interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting an Executive Officer recruitment with a one-year guarantee is **\$18,500**. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. El Dorado LAFCO will be responsible for reimbursing expenses the Prothman Company incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites, and other advertising (approx. \$1,600 - 1,800)
- Diversity Site Advertising, if desired (approx. \$800 - \$2,000)
- Direct mail announcements (approx. \$1,500 - 1,700)
- Interview Binders & printing of materials (approx. \$200 - 500)
- Delivery expenses for Interview Binders (approx. \$175 - 450)
- Consultant travel: Airfare, rental car and fuel, lodging, parking, travel time at \$40 per hour (approx. \$1,200 - 1,600 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Prothman Company will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

DIVERSITY INITIATIVE

Equal Opportunity

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

Local government serves each and every community member regardless of ethnicity, gender, race, background, or economy and as we specialize in "public" organizations, we see firsthand how diversity in the workforce allows for government agencies to better understand, communicate with, and enlist cooperation from residents in multi-cultural communities.

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, and more specifically, if we are chosen to recruit for El Dorado LAFCO, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



**CITY OF
SOUTH LAKE TAHOE**

CITY MANAGER

UP TO \$227,774

Plus Excellent Benefits

THE CITY OF SOUTH LAKE TAHOE OFFERS A COMPENSATION PACKAGE THAT CONSISTS OF BASE PAY PLUS A CONTRIBUTION TO A 457/401(A) DEFERRED COMPENSATION PLAN. THE CITY CAN OFFER UP TO \$50,000 IN THE FORM OF CONTRIBUTION TO 457/401(A) DEFERRED COMPENSATION PLAN, BUT TOTAL COMPENSATION WILL NOT EXCEED \$227,774. THE CITY WILL ENCOURAGE INTERESTED CANDIDATES TO MAXIMIZE DEFERRED COMPENSATION.

Apply by
February 9, 2020
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Situated on the shores of majestic Lake Tahoe, The City of South Lake Tahoe is America’s All Year Playground. Located, in the heart of Northern California we are just 190 miles northeast of San Francisco, CA and 60 miles southwest of Reno, NV, The City of South Lake Tahoe offers residents world-class scenery and activities with 300 days of sunshine a year in a resort community. South Lake Tahoe allows residents the opportunity to live, explore and experience daily what brings over one million visitors each year to the Lake Tahoe region.

This is an excellent opportunity for an experienced public-sector management professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with a dedicated City Council and staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



THE COMMUNITY

Located on the California/Nevada border of Lake Tahoe, and surrounded by the majestic Sierra Nevada Mountains, South Lake Tahoe offers spectacular scenery and year-round activities. At 6,200 feet above sea level, South Lake Tahoe is home to some of the best winter sports, water sports, bike trails, family fun and nightlife in the US. Cultural and recreational facilities include 32 churches, a library, parks and several playgrounds. Just across the road on the Nevada side are five 24-hr hotel casinos with various gambling games, restaurants, and indoor/outdoor concert events.



Lake Tahoe offers various water sports like boating, jet skiing, boat tours, fishing, and diving. Other activities in the area include; golf courses, swimming pools, bowling, hiking, shopping, biking, horseback riding, camping, and amazing restaurants. For winter actives, there are a total of 7 ski resorts that surround the entire Lake Tahoe area. The closest ski resort, just adjacent to the city limits, is Heavenly Mountain Resort. Easily accessible through Heavenly Village, the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride to the top.

With a population of 21,024, the City of South Lake Tahoe receives most of its moisture in the form of snow which generally falls from early November through April. Amounts of snowfall vary greatly from year to year but average approximately 20 feet of accumulated snowfall each year. Temperatures in the city are generally moderate with wintertime highs averaging approximately 40 degrees and lows in the 20’s. Summertime highs average in the upper 70’s and lows in the 50’s.

The City of South Lake Tahoe is served by U.S Highway 50 which connects with Sacramento to the west and Carson City and Reno, Nevada to the east. The South Lake Tahoe Airport serves the area with general aviation services and the City partners with the local transit services provider, Tahoe Transportation District (TTD) to coordinate and operate a regional transit system within the Lake Tahoe Basin through funding and services agreements with local agencies. The city encompasses an area of approximately 9 square miles and offers 4 elementary schools, 1 middle school, and 1 high school. Lake Tahoe Community College is located within the city and offers Associate of Arts degrees in several disciplines as well as a bachelor’s degree in Global Business Management.

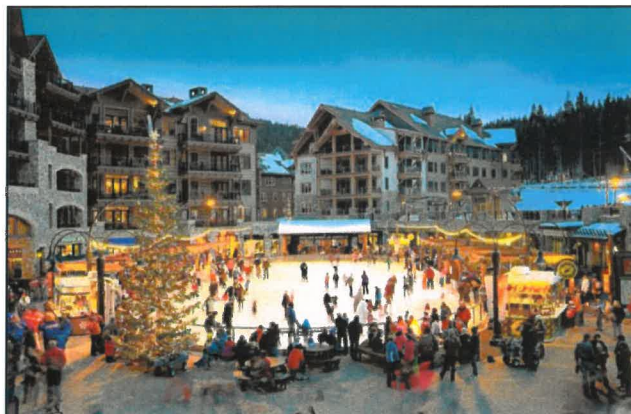
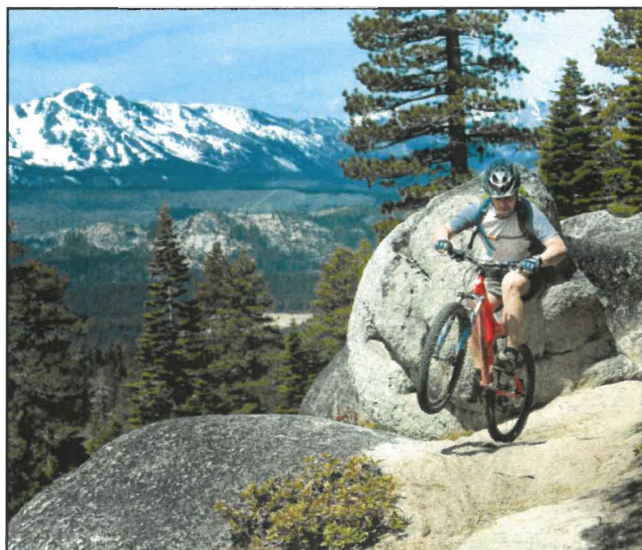
THE CITY

The City of South Lake Tahoe is a general law city in El Dorado County, California utilizing the Council/Manager form of government. The City has five council members elected to four-year, overlapping terms, and a Mayor being elected by a majority Council vote.

South Lake Tahoe provides a wide range of services including: police and fire protection, street maintenance, airport, management, public transportation, parks and recreation, planning, building and safety, public improvements, and general administration. City recreational facilities include the South Tahoe Ice Arena, Recreation and Swimming Pool Complex, Campground by the Lake, Regan Beach, El Dorado Beach, Bijou Golf Course, Bijou Bike Park, Senior Citizens Center and Bonanza Park.

The City also works closely with various other local and regional governmental agencies, including El Dorado County, California, Douglas County, Nevada, the California Tahoe Conservancy, the Lahontan Regional Water Quality Control Board, the California Department of Forestry, the California Department of Transportation and the Tahoe Regional Planning Agency.

The City employs 207.7 FTE's of which 68.1 FTE's are assigned to the Police Department and 39 FTE's to the Fire Department. South Lake Tahoe has a 2018 budget of approximately \$47 million, with a healthy required reserve of \$11.2 million and an undesignated reserve of \$7.7m.



Fire protection is provided by the City, which has 3 stations within its borders. In 2016, the City stopped providing ambulance transportation as part of the Cal Tahoe JPA and converted its emergency medical services delivery system to providing Advanced Life Support engine companies. The City of South Lake Tahoe currently still supports the Cal Tahoe JPA by providing one of the fire stations as a location for Cal Tahoe Ambulances until the contract expires in 2019.

THE POSITION

Serving at the pleasure of the City Council, the City Manager is responsible for implementing City Council policy, and for planning, organizing, directing, and controlling the activities and operations of the City of South Lake Tahoe, including police, fire, finance, planning, building, parks and recreation, public works, airport, human resources, and administration. The City Manager also develops policy recommendations for City Council action and provides highly responsible and complex administrative support to the City Council.

Responsibilities Include:

- Develops, plans and implements City goals and objectives as established by City Council; develops, implements and administers City policies and procedures.
- Coordinates City activities with those of outside agencies and organizations; provides highly responsible staff support to the City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the City's work plan; assigns work activities, projects and programs to department heads; monitors work flow; reviews and evaluates department's products, methods and procedures.



- Oversees and participates in the development and administration of the City budget; prepares and submits the proposed annual budget and the proposed annual salary plan for City Council approval; directs the forecast of additional funds; monitors and approves expenditures.
- Selects, trains, motivates and evaluates management personnel; provides or coordinates management staff development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the City to outside groups and organizations; participates in outside community and professional groups/committees.
- Responds to citizen requests and complaints; researches situations and prepares or causes to be prepared responses and action plan for resolution.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Serves as Personnel Officer for the City; appoints, removes, promotes, and demotes all officers and employees of the City, except the City Attorney, City Clerk, and City Treasurer, in accordance with the City's personnel rules.
- Serves as Executive Director of the South Tahoe Redevelopment Agency (S.T.R.A.).



OPPORTUNITIES & CHALLENGES

Balancing Budget and Enhancing Services

While enhancing City services is a great priority for the City, the City Manager must take into consideration the associated costs and maintain a balanced budget while providing the best services possible.

Cannabis Regulations

In February 2019, South Lake Tahoe adopted an ordinance to permit cannabis businesses to operate within the City. The first businesses are going through the permit process and are expected to open in 2020. The City Manager is responsible for implementing the cannabis ordinance.

Management of Vacation Rentals

Currently, South Lake Tahoe residents are divided over current laws surrounding vacation rentals in the area. A citizen-initiated ballot measure passed in November 2018 which bans vacation rentals outside the tourist core area beginning in 2021, and that ballot measure is the subject of a pending lawsuit. The regulation and management of vacation rentals will continue to be a challenge.

Infrastructure Maintenance

Aging local streets and roads need consistent and significant improvements to fix underlying structural conditions, potholes and cracks that present safety concerns for motorists, cyclists and pedestrians. A special tax to fund road maintenance failed to pass in the November 2017 special election. The City Manager will need to investigate other options for funding, such as obtaining grants or proposing new taxes.

Multiple Agency Coordination

To execute the City's strategic plan the City works closely with various local and regional governmental agencies including Tahoe Regional Planning Agency (TRPA), the California Tahoe Conservancy (CTC), the California Department of Forestry, Tahoe Resource Conservation District (TRCD), South Tahoe Public Utilities District (STPUD), El Dorado County, California, Douglas County, Nevada, Lahontan Regional Water Quality Control Board, and California Department of Transportation.

IDEAL CANDIDATE

Education and Experience:

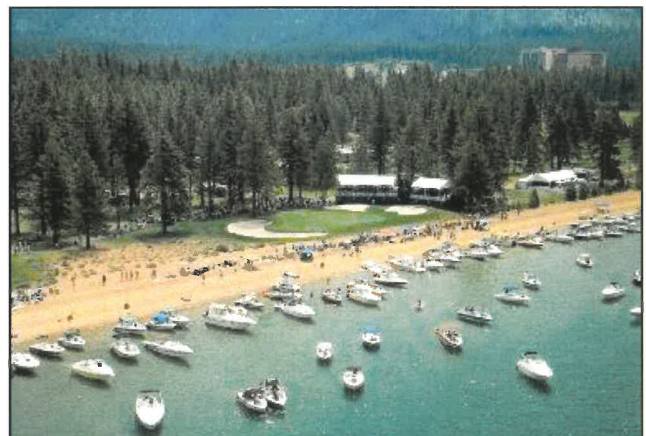
A bachelor's degree in business administration, public administration, or political science and a minimum of seven years of progressively responsible administrative or staff experience in municipal government with at least five years in municipal administration and three years of high level administrative responsibility at a department head or Assistant City Manager level or above is required. A master's degree in a related field is preferred. The ideal candidate will have experience working in a resort community or an area with a primarily tourist-based economy, and have experience creating a third economy. Candidates must possess or obtain a California or Nevada driver's license by time of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of municipal government administration and operations, including policy development and implementation, leadership, motivation, team building and conflict resolution, and pertinent local, State and Federal laws, rules and regulations.
- Ability to competently analyze a budget and technical reports, provide solutions and problem solve department cost recommendations, and interpret and evaluate staff reports.
- Experience analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Ability to assist the City Council in developing and implementing City policies and procedures, explain and interpret policies, and demonstrate tact and diplomacy with the public.
- Ability to confidently work side by side with the Council, treating all members equality and fair in discussion and resolution.
- Ability to implement a participatory management program throughout the department and motivate staff by inclusion.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues.
- The ideal candidate will be a strong, experienced manager with a keen knowledge of all local government processes, and the ability to engage on regional issues.

- Ability to take a mentorship role with the staff, providing leadership and maintaining good employee relations, and building trust with Council, staff and the community.
- Demonstrated experience effectively managing a city, and the ability to keep the City Council headed down the right track.
- The skills to be a collaborative leader and team player with a strong work ethic, and the ability to show integrity and earn trust within the organization.
- A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise.
- Experience dealing with issues related to economic development, community development, infrastructure projects and working with the development community. Land use experience is a plus.
- The ideal candidate will be a people person who is approachable, process oriented and personable, and has the ability to gain respect of staff and the community.
- Experience providing innovative solutions and looking for new opportunities that benefit the City.
- The ideal candidate will be a big picture thinker who is bold, innovative and has attention to detail. The selected candidate must not be afraid to break some eggs if needed, to see challenging ideas through to implementation.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



COMPENSATION & BENEFITS

➤ Up to \$227,774. The City of South Lake Tahoe offers a compensation package that consists of base pay plus a contribution to a 457/401(a) deferred compensation plan. The City can offer up to \$50,000 in the form of contribution to 457/401(a) deferred compensation plan, but total compensation will not exceed \$227,774. The City will encourage interested candidates to maximize deferred compensation.

- Medical, Dental, & Vision Insurance
- Life Insurance & Long-Term Disability
- Deferred Compensation
- Education Incentive Pay
- 224 Hours Personal Time Off
- Administrative Leave
- Employee Appreciation Leave
- 12 Paid Holidays
- Wellness Program
- Vehicle Allowance
- Training Program Memberships
- CalPERS



Please visit:
www.cityofslt.us



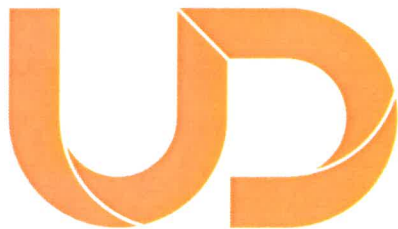
The City of South Lake Tahoe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 9, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



**UNIVERSITY
DISTRICT**

Spokane, Washington

CHIEF EXECUTIVE OFFICER

\$100,000 - \$130,000

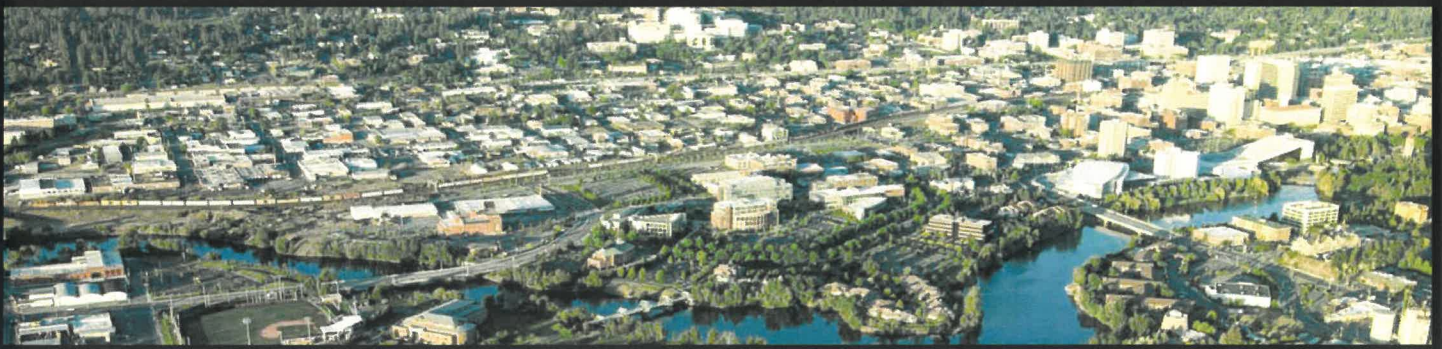
First Review:
September 26, 2021
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Chief Executive Officer** position for the **University District Development Association** in **Spokane, Washington**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!



THE REGION



Named as one of the Best Places to Live in America by *Outside Magazine*, Spokane, Washington, is Eastern Washington's largest city and

is situated east of the Cascade Range in Washington and on the western slope of the Coeur d'Alene Mountains next to the Idaho-Washington boundary. The region offers outstanding quality of life for individuals looking to move to a new area, including excellent recreational opportunities, low-cost living, affordable housing, outstanding educational offerings, and thriving energy, healthcare, and IT industry sectors.

The region is a business, trade, and cultural center for the Inland Northwest. The area is rich in natural resources, and both agriculture and forestry are important industries to the local economy. There are over 28,000 farms in the area, 12,000 retail and wholesale businesses, and 2,500 manufacturing enterprises in the Spokane County as a whole. Spokane's regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aerospace, life sciences, education and research, agri-business, and professional services. The region has a rich military history dating back to pre-World War I regiments and extends to air refueling operations around the world from Fairchild Air Force Base. Currently, the Air Force base is the single largest employer in the County.

Recreation abounds, with countless opportunities for fishing, hiking, camping, golfing, skiing, and more throughout the area. There are over 76 lakes within a one-hour drive of Spokane, along with seven championship public golf courses. The area enjoys over 130 local parks, including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing, kayaking, and paddling; and Manito Park, a 90-acre park on the South Hill with spacious manicured lawns, playgrounds, walking and biking paths, an award-winning rose garden, a greenhouse conservatory, a Japanese garden, multiple picnic shelters, and a reflecting pond. In the winter, excellent downhill and cross-country skiing options are available at five nearby mountain resorts.

THE DISTRICT & POSITION

The University District (UD), located just east of downtown, consists of two organizations: The University District Development Association (UDDA) and the University District Public Development Authority (UDPDA). Both organizations share a common mission, core values, and strategic goals that are achieved through complementary and interconnected purposes and roles. The UD straddles the Spokane River with Gonzaga University as the northern district border, and Interstate-90 as the southern border.

The mission of the UD is to be a place where business and education grow together to create a collaborative, healthy, and prosperous region. The UD uses its unique connectivity to create shared community wellness and vibrancy by developing the infrastructure and programming that enable a globally recognized hub of education, innovation, research, and health care. The UD operates with two FTEs including the Chief Executive Officer, and an Administrator. The UD is guided by two Boards and various working Committees. The UDPDA's 2021 budget is \$182,900, and the UDDA's 2021 annual budget is \$346,801.



Under the direction of the UDDA and the UDPDA boards, the Chief Executive Officer (CEO) is a critical position within the organization and uses all available resources to identify, prioritize, and address mission-aligned opportunities. The CEO holds a seat on the UDPDA board and supervises the Administrator. This position will provide strategic leadership to carry out the mission and integrated goals of the UD.

Please visit www.prothman.com to review the full position profile and compensation package, or to learn more about Prothman.