



# TOWN ADMINISTRATOR

## \$125,000 - \$155,000

*Plus Excellent Benefits*

*Apply by*

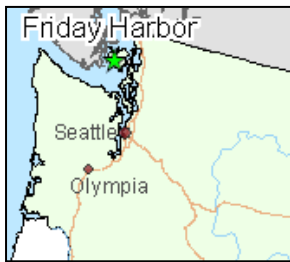
**December 12, 2021**

*(First Review, Open Until Filled)*

***PROTHMAN***



## WHY APPLY



Located in the northwest corner of Washington State, midway along the eastern shore of San Juan Island, the quaint and friendly Town of Friday Harbor is situated a scenic ferry ride away from the Washington State mainland to the west of Skagit and Whatcom counties and east of lower Vancouver Island, Canada.

Friday Harbor enjoys roughly 300 days of sunshine throughout the year and half the rainfall of Seattle, thanks to the rain shadow effect of the Olympic Mountains. The area is one of the best places in the world to see orca whales, and is an outdoor enthusiast's dream for hiking, cycling, kayaking, fishing and crabbing. Many citizens seeking a slower, rural pace of life make Friday Harbor and San Juan Island their home.

This position offers a rewarding opportunity for an experienced management professional to come into a town that has had just two Town Administrators in the past 35 years, each of whom have been revered by many of the locals.

If you are interested in making a lasting difference in a unique island community that takes pride in its natural beauty, friendliness, and quality of life, and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!



## THE COMMUNITY

Home to 2,550 residents, the Town of Friday Harbor covers just 1.23 square miles and is over 50% developed. Getting to the Town of Friday Harbor requires transportation by ferry, airplane/seaplane or private boat, though there are multiple ferry departures per day and several daily commercial flights available to reach the San Juan Islands. The nearest population centers are Vancouver, British Columbia, Bellingham and Seattle, Washington.



San Juan Island is the most diverse island in the County for its natural beauty, history, arts and culture. Friday Harbor has been the commercial, social, and cultural hub of San Juan Island since the 1890s. The Town's sheltered bay known for deep water and good anchorage, along with the island's ample supply of fresh water set the stage for Friday Harbor's emergence as a center for commerce and seasonal tourism which can bring as many as 25,000 daily visitors to the region. In fact, nearly all of the commercial activity in San Juan County takes place in the Town of Friday Harbor, which provides the Town's residents and many visitors a charming, historic, walkable seaport just steps from the ferry landing, and a refreshing absence of chain stores and restaurants. Friday Harbor instead boasts a variety of specialty retail shops and boutiques, many unique and delightful restaurants, and year-round farmers markets. The community also has an airport, full-service hospital, library, a state-of-the-art theater that features diverse performing arts, a historical museum, outdoor and marine centers, art galleries and studios, and plenty of public shoreline. Residents and visitors enjoy hiking, camping, biking, paddle boarding, kayaking, scuba diving, whale watching, crabbing, boating, tennis, golf, and more depending on the season.





The Town of Friday Harbor is served by the San Juan Island school district, which provides an elementary school and a secondary campus containing a middle school, high school and alternative program, along with several private schooling options.

## THE TOWN

Friday Harbor is the seat of San Juan County and is the only incorporated town in San Juan County. The Town of Friday Harbor operates under a Mayor/Council form of government. Mayor Farhad Ghatan is the Chief Executive Officer of the town with Mayor-elect Ray Jackson assuming the role in January 2022. The Town's five-member Council is responsible for all legislative actions and policy making for the town and are elected to staggered 4-year terms. The Town operates with four departments including Administration, Community Development, Finance, and Public Works, which includes Water, Sewer, Streets, Stormwater, and Refuse utilities. Friday Harbor has a 2021 total budget of \$18,354,000 which includes capital expenditures and employs 38 full-time employees.

The Town of Friday Harbor derives revenue primarily from sales tax, and portions of various taxes levied by the State of Washington, such as a gasoline tax, a liquor excise tax, and hotel/motel taxes. Sales tax and real estate and personal property tax monies are earmarked for the Town's current fund which finances general government services. State-shared revenues are dedicated for a particular use or fund. Other user fees or rates support the operation of the Town's utilities.

## THE POSITION

Under the general direction and authority of the Mayor, the Town Administrator acts as the chief administrative officer of the Town for day-to-day operations. This position directs, administers, and coordinates the activities and functions of the various Town offices, departments, personnel, and boards in implementing the requirements of Town ordinances and the policies of the Town Council.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

### Housing

The Town is in need of more affordable, low income and worker housing. Friday Harbor has seen a tremendous increase in the cost of housing and there is minimal housing availability in the affordable range. This impacts the ability of local businesses to find employees and drives up wages and costs.

### Utilities

Because of the relatively small number of customers but the high cost of providing services such as water and sewer, the next Town Administrator will need to find ways to fund the capital expenditures while keeping the rates down. The Town's water and sewer rates are already high, and there is a need to find a way to moderate or lower these rates.

### Tourism Impacts

While Tourism is a major economic driver for the community, too much tourism creates problems for the year-round residents. Traffic, crowding, and stress on municipal services must be balanced against the financial benefits of healthy tourist activity.

### Community Development

The Town has a new Community Development and Planning Director who has identified significant deficiencies in the current land use codes. In addition, the land use codes are in need of significant upgrades. The next Town Administrator will work alongside the new Community Development and Planning Director to upgrade land use codes and address code enforcement challenges.

## IDEAL CANDIDATE

### Education & Experience:

A Bachelor's Degree in Public Administration or a related field and at least five (5) years of successful, progressively responsible management experience in municipal government or other local government agencies; or equivalent combinations of education and applicable professional work experience is required. The ideal candidate will be a friendly and social individual who brings an open-door policy. Understanding that this position is very hands-on as there is not a robust employee base is a key to long-term success. While willingness to delegate is important, this position is not for an individual that does not want to do a significant part of the work themselves. Candidates with knowledge of grant writing, and a solid understanding of utilities and finance would be most preferred, and a legal background or knowledge surrounding legal processes would be a plus.

### COMPENSATION & BENEFITS

- **\$125,000 - \$155,000 DOQ**
- Medical, Dental, and Vision Insurance
- Washington PERS
- 96 Hours of Vacation
- 96 Hours of Sick Leave
- 10 Paid Holidays
- 1 Personal Leave Day
- Bereavement Leave
- Optional Deferred Compensation



To learn more about the Town of Friday Harbor and San Juan County, please visit:

[www.fridayharbor.org](http://www.fridayharbor.org)

&

[www.esd.wa.gov/labormarketinfo/county-profiles/san-juan](http://www.esd.wa.gov/labormarketinfo/county-profiles/san-juan)



The Town of Friday Harbor is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 12, 2021** (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](http://www.prothman.com) and click on "Open Recruitments", select "Town of Friday Harbor, WA – Town Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

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