

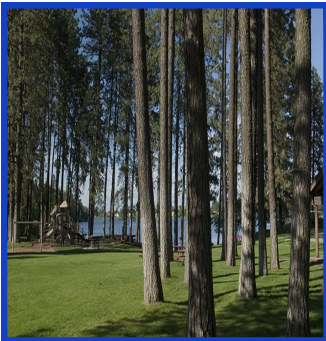
# CITY OF MEDICAL LAKE RECRUITMENT



## **CITY ADMINISTRATOR** **\$62,700—\$91,213** *DOQ*

**Salary Range under review**

**OPEN UNTIL FILLED**



The City of Medical Lake is currently recruiting for a City Administrator. We invite you to review the position details on the back page. Applications available at: [www.Medical-Lake.org](http://www.Medical-Lake.org)

Contact: Katy Allen, Dep. City Administrator  
(509) 565-5050  
[kallen@medical-lake.org](mailto:kallen@medical-lake.org)



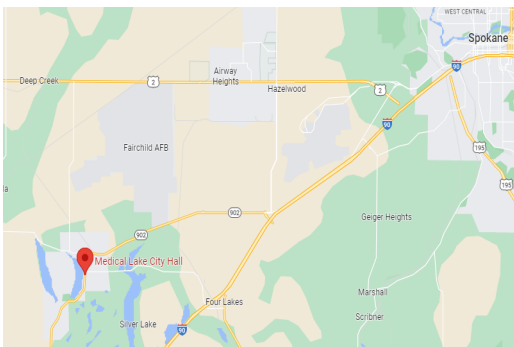
## The Region

The City of Medical Lake is located between Interstate-90 and Highway 2, with access from State Route 902. Fairchild Air Force Base lies 3.9 miles north and the City of Spokane is 14 miles due east. The City of Medical Lake is one of the three small cities that make up the West Plains region of Spokane County, a rapidly growing area.

With a population of 4,876 residents the City of Medical Lake spans approximately 3.6 square miles with the aptly named Medical Lake located in the center of the downtown area and bordered by two additional lakes, Silver and West Medical.

Medical Lake's parks, lakes, and trails are known for their abundance of outdoor recreational opportunities, as is the entire region. Every season offers new adventures for people to fish, boat, hike, ski, swim, picnic, camp and to enjoy all manner of water and snow sports.

The economic base is primarily government employment including state residential facilities, education, and military. Homes are predominately privately owned with some single family and apartment rental units.



## The City

The City of Medical Lake has a strong sense of community with a love for its small-town feel, historical downtown, and preserved natural beauty. The city is poised for economic development desiring to attract small business ventures and expand housing opportunities to help with the current regional lack of housing inventory. The City has a strong mayor form of government consisting of a mayor and seven council members. The 2022 adopted budget is approximately \$4,000,000 with 21 Full Time Employees.

## The Position

The City Administrator works under the direction and authority of the Mayor. This position supervises, administers and coordinates the activities and functions of City Departments and commissions in carrying out the requirements of the City's ordinances and adopted Council policies.

The City Administrator identifies, prioritizes and implements strategic goals that promote efficient and responsive delivery of City services. The position oversees preparation of the City's Annual Budget, submits it to the Mayor and is responsible for its administration after adoption.

The City Administrator organizes, coordinates, prepares and distributes City Council Agendas and supporting documents for City Council meetings. This position makes recommendation to the Mayor and Council related to operating policies and procedures.