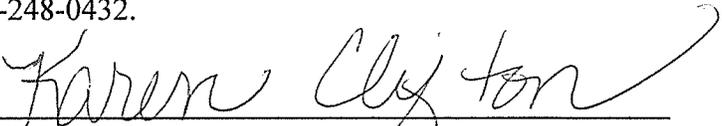


**CITY OF UNION GAP, WASHINGTON  
CITY MANAGER**

**THE CITY OF UNION GAP**, is accepting applications for the position of City Manager. Applicants must have served in a senior management position for a minimum of 5 years; municipal government background is preferred. A minimum 4 year degree in public administration or closely related field is required however a master's degree is preferred. Experience with grant writing, economic development, and managing and maintaining an efficient, LEAN system is desired.

Working under the direction of the City Council, the City Manager plans, organizes, and directs the overall administrative activities and operations of the City in accordance with applicable laws and City resolutions and ordinances. The City Manager provides general supervision over the administrative affairs of the city; appoints and removes department heads and employees, and ensures that all laws and ordinances are executed. The City Manger must attend all meetings of the City Council; recommend for adoption by the Council such measures as he or she shall deem necessary or in the interest of the City; prepare and submit to the City Council such reports as may be required by the Council or as he or she may deem advisable to submit; to keep the Council fully advised of the financial condition of the City; prepare and submit annual budgets, responsible for its administration after adoption; and to perform such other duties as the City Council may determine by ordinance or resolution.

Starting salary for the position is \$100,000 - \$115,000 depending on qualifications, with an excellent benefit package. Qualified candidates are encouraged to apply by May 22, 2016 (first review, open until filled). Applications are located on our web-site at **[www.cityofuniongap.com](http://www.cityofuniongap.com)**. Applications, resumes, and cover letters can be mailed to Karen Clifton at City of Union Gap, PO Box 3008, Union Gap, WA 98903 or emailed to **[kclifton@cityofuniongap.com](mailto:kclifton@cityofuniongap.com)** - please put "City Manager Application" in the subject line. For questions please contact Karen Clifton, Director of Finance & Administration at 509-248-0432.

  
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Karen Clifton, Director of Finance & Administration