

CITY OF BELLEVUE

City Manager



About the Position

The Bellevue City Manager is responsible for carrying out the City Council's policy and strategic direction through leadership and management of City of Bellevue staff, operating departments, and functions.

This is the top executive leadership position in the city reporting directly to the Bellevue City Council. The city manager:

- Directs and oversees the planning, design and development of policies and projects/ programs for the organization.
- Executes the policy direction of the Bellevue City Council and is directly accountable to the City Council, which has both appointment/removal authority.
- Represents the City of Bellevue to external agencies and the public.
- Speaks on behalf of the policy direction provided by the Bellevue City Council.

The City of Bellevue places a high value on the operational principle of "managing for results."

It emphasizes spending resources effectively and efficiently while providing value to the community. In advancing community values, the City of Bellevue uses a data-driven approach to managing the city's budget and cost recovery, where the costs of services, acquisitions, and capital improvements are fully understood, measurable, and thoughtful.

The City of Bellevue fosters an environment of open communication and collaboration where ideas and feedback are encouraged, supported, and valued. The city manager promotes a culture committed to providing exceptional service, upholding the public interest, and implementing the community's vision. The city manager brings a collection of key skills and qualities to the table. They embrace the values of integrity, accountability, equity and commitment to service and pride in their work. The city manager is responsible for fostering an environment where leaders exist at all department levels, and being innovative, collaborative, and future-focused are the norm.





Ideal Candidate

The City of Bellevue is seeking an individual who has a proven track record of fostering a positive, innovative organizational culture that empowers staff and motivates them to do and be their best. The successful candidate has extensive experience in municipal government, regional influence in the Puget Sound and Greater Washington area. They are a skilled and visionary leader. The ideal candidate will be thoughtful and intentional, working hand in hand with the City Council, staff, and community partners to deliver results that provide the most beneficial outcomes for the community.

Bellevue is seeking a candidate with a team-focused management style who completely supports the “One City” organizational effort to achieve high performance in every part of city government. The ideal candidate will possess the capacity to be an effective mentor and leader for staff. They will also have a demonstrated track record of setting a positive example of competence, professionalism, integrity, trust, energy, and work ethic to motivate and develop staff to obtain measurable results.

The ideal candidate will have a history of building effective partnerships and teams. They will be able to effectively engage the public to seek different points of view. The candidate will be an outstanding communicator who is transparent, deliberate, diplomatic, measured, and skilled in learning and navigating the political environment without becoming political.

The candidate will also:

- Foster belonging by promoting diversity, equity, inclusion, and cultural understanding in managing the city.
- Have strong emotional intelligence and truly understand the needs of the city.
- Develop collaborative and productive working relationships with the city’s elected officials, executive team, community/business leaders, staff, representatives of other governmental agencies, and the public.
- Communicate fully and share timely information with the City Council.
- Have the ability and experience to represent the city within the community, the region, and nationally concerning policy and operational initiatives.
- Mentor the leadership team with shared values and clear expectations committed to “One City” principles.
- Be action-oriented and take on new opportunities and tough challenges with a sense of urgency, energy, and enthusiasm.
- Be a consistent leader who challenges the status quo.
- Examine issues in a broader perspective that extends beyond the immediate implications for the city.
- Make good and timely decisions that keep the organization moving forward.
- Communicate effectively and clearly to convey an understanding of the unique needs of different audiences.
- Drive vision and purpose by painting a compelling picture of the vision and strategy that motivates others to action.
- Develop leadership skills of the city team so they are ready and willing to take on new challenges and step up when needed.

Education and Experience

Qualified candidates will have a bachelor's degree from an accredited college with major coursework in public administration, business administration, or a related field. Candidates should have 15 or more years of progressively responsible experience in management, administration and supervision of a municipality or similar agency or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Local government experience and previous city management experience is desirable.

Application and Selection Process

The acting city manager will be asked to submit a cover letter of interest, and a resume to Joy St. Germain, Bellevue Human Resources. There will be two, one-hour community forums with identified questions prepared ahead of time and solicited from the community, providing an opportunity for community members to engage in the assessment process. The City Council will be conducting the final interview and voting as a body to select the final candidate for the permanent city manager position.

The City of Bellevue is an Equal Opportunity Employer.

Visit BellevueWA.gov for more information about the City of Bellevue.
See next page for a community overview.



The Community

Located in the heart of the Puget Sound region on the eastern shore of Lake Washington, between Seattle and the Cascade Mountains, Bellevue is the economic and cultural hub in east King County. Home to about 155,000 residents, it is the fifth most populous city in Washington, covering an area of about 31 square miles.

Bellevue is culturally diverse with 61 percent of its population identifying as people of color. About 43 percent of the population are foreign born with over 90 languages spoken in Bellevue schools. Asians comprise just under 42 percent of the population, the eighth highest percentage in the nation for cities with 100,000 in population or more, and the highest percentage of large cities outside of California and Hawaii.

Bellevue is the second-largest employment center in King County with about 150,000 jobs. With direct connections to Seattle and other regional centers via interstate and state highways, Bellevue is a highly desirable location for businesses. Light rail service connects Bellevue to the Microsoft campus in Redmond and in 2025 to Seattle, Lynnwood, and SeaTac airport. The city has a rich mix of small and medium sized businesses as well as some of the country's

best-known companies – Amazon, T-Mobile (HQ), Salesforce, Symetra, TikTok, Microsoft, Meta, and PACCAR (HQ). Bellevue's school district is continually ranked among the nation's best academically with excellent athletic programs as well. Bellevue College, offering two- and four-year degrees, is the largest institution in the state's community and technical college system.

Bellevue is often described as a "City in a Park" due to its park system and access to recreation activities in nearby Cascade Mountains, freshwater lakes, and Puget Sound. City venues include community and beach parks, trails, and botanical gardens. Just minutes from downtown is Mercer Slough Nature Park; the largest freshwater wetland on Lake Washington with over 320 acres of wildlife habitat, agriculture, wetland ecosystems, trails, and an education center. Whether visiting one of the community farms, enjoying a round of golf, swimming at the Bellevue Aquatic Center, catching a performance at the youth theatre or a movie in the park, there is always something to see and do in Bellevue. Popular annual events include the Arts Fest, Family July 4th celebration, and Garden d'Lights, a brilliant winter wonderland display at Bellevue Botanical Gardens during the holiday season.



Governance & Organization

Successful local government operations require strong, collaborative political leadership, clear policy direction, a relentless focus on execution and results, a commitment to transparent and ethical government, and a strategy for representing and engaging every segment of the community. Bellevue operates under a Council/Manager form of government. The City Council is comprised of seven members, elected at large, serving staggered four-year terms. The Council selects a Mayor and Deputy Mayor from among their members. The Council sets the general policies of the City, which the City Manager and City Staff implement.

The City of Bellevue provides a full range of services, including police and fire protection, the construction and maintenance of streets and other infrastructure, solid waste and water services, recreational activities, and cultural events. The \$2.2 billion 2023-2024 budget funds essential services while also making targeted investments to address Bellevue's unprecedented growth. Bellevue is in a strong financial position as indicated by AAA ratings assigned to city bonds.

Leadership and Innovation

In 2014, the City Council adopted the vision, "Bellevue welcomes the world. Our diversity is our strength. We embrace the future while respecting our past." The mission of the organization is to "Provide exceptional customer service, uphold the public interest, and advance the community vision." The community vision is articulated in the city's Comprehensive Plan, which is currently in the later phases of a 10-year update. The work of the city is carried out in accordance with the organizations core values:

- Exceptional Public Service
- Stewardship
- Commitment to Employees

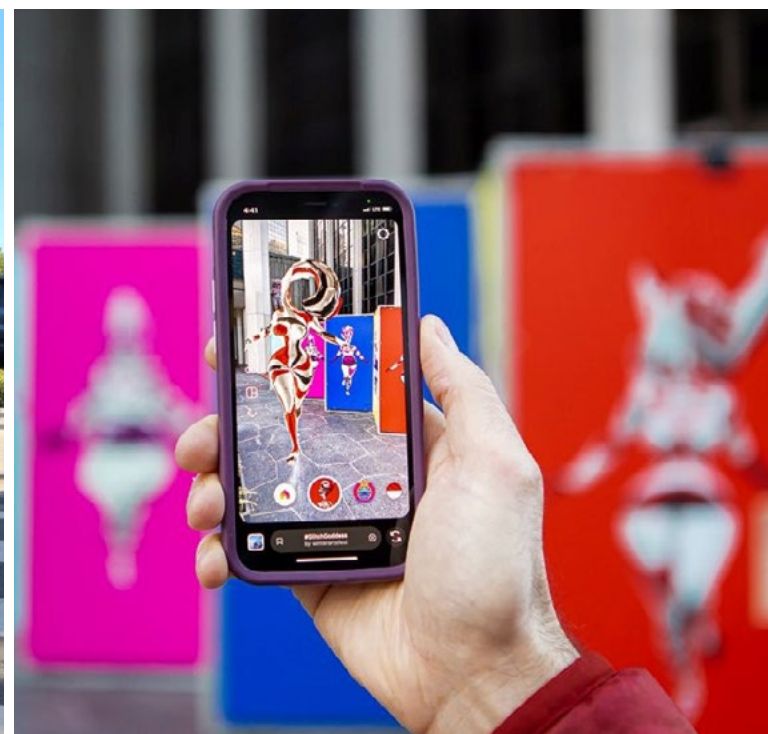


- Integrity
- Innovation
- Diversity, Equity, and Inclusion

The City is committed to fostering a high-performance culture and has an ongoing organizational improvement effort called "One City." One City embraces shared leadership, collaboration, empowerment, innovation, and performance management.

Bellevue conducts annual surveys of residents and employees and biennial surveys of businesses. The City has enjoyed consistently high ratings even during the economic downturn – proof of the commitment of hard-working municipal employees to deliver exceptional customer service even with limited resources. Highlights of the 2022 resident survey indicated that 91% of Bellevue residents believe that their quality of life exceeds or greatly exceeds their expectations. Nearly 86% said the quality of City services either greatly exceeds or exceeds their expectations.





For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4581 (voice) or email jstgermain@bellevuewa.gov For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.



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