Job Descriptions

Classification:	CITY MANAGER	**FLSA**: Exempt
Department: **Division**:	CITY MANAGER'S OFFICE	**Pay Scale:** Contract
Reports to:	CITY COUNCIL	**Union**: No
Last Updated:	August 2026 | Previous version 11.07.13	**Essential**: Yes

The City of Burien believes that each employee makes a significant contribution to our success. This job description outlines the scope, primary duties, and qualifications of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Position Summary

The City Manager serves as the Chief Executive Officer of the City government and is responsible for managing the overall operations of the City to ensure the delivery of quality services consistent with the City Council's policy direction. Duties vary broadly and encompass all aspects of municipal management. The City Manager is appointed by and serves at the will of the City Council.

Essential Functions

- Plans, organizes, and directs the overall City government; provides overall priorities and objectives for City departments; monitors activities of the organization and assures that City Council directives are properly implemented and monitored.
- Provides direct support to the members of the City Council; assists with a variety of activities, provides leadership and information; recommends actions; assists in drafting policies and developing City plans, regulations and ordinances.
- Advises Council of the City's financial condition and needs, establishes guidelines for the preparation of the biennial budget, approves budget priorities, prepares and submits a proposed budget, and administers the adopted budget.
- Prepares reports and recommendations for the City Council regarding city needs and capabilities, financial status, program effectiveness, and the effect of new or proposed legislation.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on City policies and practices; prepares, coordinates, and implements responses and recommendations to the City Council and department directors.
- Hires, supervises, assigns work, evaluates performance of assigned personnel; counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Sets direction, goals, objectives, and priorities for staff and the Leadership Team.
- Performs short- and long-range strategic planning activities.
- Attends Council meetings and a variety of other special interest meetings as required.

- Serves as liaison with federal, state, and county agencies, other cities and governmental associations; keeps informed of programs and activities; communicates the City's viewpoint on pending administrative or legislative actions.
- Ensures proper execution of all laws and ordinances.
- Resolves a variety of difficult and complex management problems.
- Investigates and responds to complaints.
- Other duties as assigned.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent leads the City's Leadership Team and is responsible for developing policies and objectives.

Supervisory Responsibility

Directly supervises department directors/heads, Economic Development Manager, and Human Services Manager. Indirectly supervises all other staff; recommends and enforces personnel actions; assigns and prioritizes work; reviews performance; conducts staff meetings.

Interpersonal Contacts

The City Manager interacts extensively with other staff, appointed and elected officials, contractors, businesses, and other governmental agencies.

Specific Job Skills
Knowledge of

- The various forms, functions and organizational styles of municipal government.
- Current trends and developments in the fields of Public Administration and Public finance.
- The applicable laws of the State of Washington.
- Principles, philosophy, and common practices of public personnel administration.

Ability to

- Serve effectively as the administrative agent of the City Council.
- Provide unbiased information to Council including a range of alternative approaches to resolve issues.
- Work with and coordinate the activities of subordinate personnel while encouraging their development.
- Accurately interpret and apply federal, state and local policies, laws and regulations.
- Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement an effective course of action in support of goals.
- Effectively administer management principles, practices, and methods.
- Demonstrate leadership, teambuilding, time management and organizational skills.
- Work independently from general instructions and broad work expectations.
- Organize and manage multiple priorities to achieve maximum efficiency and to meet deadlines.
- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Exercise sound and ethical judgment.

- Exercise discretion in confidential matters.
- Communicate effectively, both in writing and orally, including oral presentations.
- Work evenings and occasional weekends to attend meetings and planning sessions.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Abilities

Continuous decision making, interpersonal skills, teamwork, creativity, training/supervising, use of discretion, mentoring, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent problem analysis and performance of basic math; occasional customer service; and rare presentations/teaching, negotiation, and performance of advanced math.

Physical Abilities

The position involves frequent standing, walking, sitting, speaking, listening, and repetitive dexterity use of the hands and wrists; occasional sensory assessment through touch; and infrequent stooping, crawling, kneeling, climbing, bending, handling, and repetitive use of the feet. The position also requires the ability to lift, push, pull, and carry items weighing up to 10 pounds.

Education and/or Experience

- Bachelor's degree in Public Administration or a related field; and
- Nine (9) years of progressively responsible management experience in municipal government, including responsibility for the planning, organization, and execution of a diverse work program, with at least five (5) years in a supervisory capacity.

OR

- A combination of education, experience and training that provides the candidate with the knowledge and skills to perform the job.

Preferred

- Master's degree in Public Administration or related field.
- ICMA certification.

Special Requirements

- Successful completion of pre-employment background check.
- Possession of or the ability to obtain and maintain a valid Washington State Driver's License.
- Satisfactory driving record.
- Experience in a governmental environment where a number of services are provided by contract or by other governmental agencies is desirable.
- City residency after appointment (unless waived by the City Council).

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate. Must be able to work irregular hours including some evenings and weekends.