

The City of Bingen is seeking qualified applicants for the position of City Administrator or Clerk Treasurer. The City will determine which position to fill based on applicant qualifications and management experience.

The City of Bingen is located on the north shore of the Columbia River Gorge in the heart of a National Scenic Area. Incorporated in 1924, Bingen is a small community (population 712) with economic roots in agriculture, timber, and, more recently, aerospace and tourism.

Bingen has a small, but mighty seven-person staff of professional individuals: City Administrator or Clerk Treasurer (currently open), Deputy Clerk, Treatment Plant Manager, Treatment Plant Operator, Public Works Superintendent, Public Works Maintenance Staff, and Public Works Staff / Animal Control Officer. The City supports an outstanding Volunteer Fire Department. The City contracts with neighbor-city, White Salmon, for Police services, and Klickitat County for emergency services. City Attorney, Building Official, and City Planner services are by consultant contract. Talented staff and teamwork combine to provide Bingen residents responsive, friendly customer service.

Bingen has a Mayor-Council form of government with a five-member City Council. The City Administrator or Clerk/Treasurer is an exempt non-union position and the administrative head of the City, serving at the pleasure of the Mayor.

The Clerk Treasurer role supervises 1 employee and oversees an annual budget of approximately \$3.4 million. The Clerk Treasurer performs a variety of routine and complex clerical, accounting, administrative, financial, and budgeting duties. The person in this role keeps records of all council proceedings, handles correspondence on behalf of the city, prepares agendas and implements city policies. The Clerk Treasurer has official responsibility for accounting for all receipts and disbursements regarding city funds and shall be adept with the BARS accounting system and relevant Washington statutes affecting governmental entities. The Clerk Treasurer prepares a variety of financial records including the annual budget, annual report, and audit documents. The person in this role is responsible for payroll and investments.

The City Administrator role assumes the duties of the Clerk Treasurer with additional managerial responsibilities. This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems, contract management, program development, grant writing, and personnel administration. The City Administrator would supervise all city employees.

Compensation includes excellent benefits: medical, dental, vision, life insurance; paid holidays, vacation, and sick leave; employee assistance program and retirement program through the State of Washington Department of Retirement Systems.

Salary: Clerk Treasurer is \$55,800 to \$73,200 (DOQ), City Administrator \$64,700 to \$98,500 (DOQ)

Please see the City of Bingen website for the application and full job descriptions:

<https://www.bingenwashington.org>

First review of applications: July 28, 2021 (open until filled).