



City of Bingen

Washington

CITY ADMINISTRATOR
(\$64,700 - \$98,500)

OR

CLERK-TREASURER
(\$55,800 - \$73,200)

Plus Excellent Benefits

Apply by
November 14, 2021
(First Review, Open Until Filled)

PROTHMAN



THE POSITION

The City of Bingen, Washington is looking to hire either a City Administrator or a Clerk-Treasurer.

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 in regard to 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.

To view City Administrator Job Description, please view the attachment found [here](#). To view the Clerk-Treasurer Job Description, please view the attachment found [here](#).



THE COMMUNITY



Incorporated in 1924, Bingen is a small community of 712 residents in Klickitat County, with economic roots in agriculture, timber, and more recently, aerospace and tourism. The City of Bingen is located on the north shore of the Columbia River Gorge in the heart of a National Scenic Area. Nestled along the Columbia River, the city sits between the two snow-capped volcanoes of Mt. Hood and Mt. Adams, making it an ideal launch point for outdoor recreation including windsurfing, kiteboarding, skiing, snowmobiling, kayaking, hiking, horseback trail riding, paragliding, mountain biking, fishing, and hunting. Bingen is situated on State Route 14, has one of only two Amtrak stops between Vancouver and Pasco, and is only 60 miles east of Portland, Oregon. Visitors and residents also will find that the region's canyons and vistas, evergreen forests, scenic waterfalls, wildflowers, berry fields, ranchlands, sage-covered hillsides, river rapids, rodeos, festivals, and for those who seek it, seclusion, are among the best in the U.S. Being a rural close-knit community, Bingen is a wonderful place to call home, raise a family, and be employed.

THE CITY

Bingen has a small, but mighty seven-person staff of professional individuals including the City Administrator or Clerk-Treasurer, 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 who serve staggered 4-year terms. 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.

OPPORTUNITIES & CHALLENGES

1. ARPA: The Federal Government passed the American Recovery Plan Act and the City of Bingen will receive just over \$200,000. The person in this role will assist the City Council in developing a plan to utilize these funds to benefit Bingen and its residents. This will include researching the scope of options, identifying funding gaps that will not be reached by federal, state, and county funds, prioritizing and presenting the recommendations, and creating accounting models to track the funds.

2. Comprehensive Plan Update: The City of Bingen is using a Comprehensive Plan that was completed in 1993 and intended to guide policy and growth for 20 years. The rural communities located in the National Scenic Area in Oregon and Washington grow in size and popularity each year. Bingen is proud to be blue collar and one of the few remaining places to find affordable housing. The need for a new Comprehensive Plan will be an exciting opportunity to impact the future of Bingen as the city discusses land use, growth management, and capital investments.

3. Transportation & Infrastructure Collaborations: The new administration will inherit collaborative projects that are already in progress such as the Hood River Bridge replacement (Bingen is a member of the Bi-State Working Group), Bingen Point Access Improvement Project (a WSDOT-led change to State Route 14 to add a roundabout and BNSF underpass to Bingen Point/Port of Klickitat), and regional bussing through Mt. Adams Transportation Services.

Please visit:
www.bingenwashington.org

IDEAL CANDIDATE

Education and Experience:

The typical education for the City Administrator position would be a bachelor's degree (B.A.) in public administration or related field from four-year college or university and five (5) years of progressively responsible management experience in governmental administration, contracting, grant writing, planning, finance, and public works.

The typical education for the Clerk-Treasurer position would be a bachelor's degree (B.A.) from four-year college or university; or four (4) to five (5) years related experience and/or training.

The ideal candidate will have a master's degree in a related field, have familiarity with the BARS code of Washington State, have Washington State governmental experience, and be bilingual in English and Spanish.

Any equivalent combination of education and experience determined to be acceptable by the hiring authority will be considered for either position.

COMPENSATION & BENEFITS

- **\$55,800 - \$98,500 DOQ and Position**
- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- Long-Term and Short-Term Disability
- 10 Paid Holidays
- 2 Floating Holidays
- Vacation and Sick Leave
- Employee Assistance Program
- Washington State PERS

The City of Bingen is committed to the practice of equal employment opportunity and non-discrimination. The City supports equity, diversity, inclusion and respect. All qualified candidates are strongly encouraged to apply by **November 14, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Bingen, WA – City Administrator or Clerk-Treasurer**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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