



City of Bothell™

CITY OF BOTHELL

Deputy City Manager



The Position

The City of Bothell is seeking a dynamic and highly collaborative leader to serve as its next Deputy City Manager. The new Deputy City Manager strategically collaborates with the City Manager to build a future-focused, values-driven organization that provides impactful service to the Bothell community now and in the years ahead. This position plays a pivotal role in supporting the City Manager by planning, organizing, and directing the services and activities for the City Manager's Office, as well as overseeing key city-wide projects and initiatives. The Deputy City Manager is also responsible for leading an anticipated portfolio of services that currently includes Community Development, Economic Development, Parks and Recreation, and Public Works.

The Deputy City Manager provides strategic leadership in policy formulation and implementation, partnering with the City Manager to ensure effective daily operations and alignment with City Council vision and priorities. They assist in setting and achieving organizational goals, promoting efficiency through interdepartmental collaboration and resource sharing, and co-leading as a member of the Executive Leadership Team.

The Deputy City Manager oversees major projects and strategies, guiding department leaders to ensure initiatives are completed successfully, on time, and aligned with the City's long-term vision. They develop and implement policy initiatives and programs with attention to efficiency, fiscal responsibility, equity, and political and administrative considerations, and prepare presentations for the City Council. The role also identifies and implements improvements to enhance performance, streamline operations, and strengthen service delivery across the organization. Furthermore, the Deputy City Manager assists in developing and administering the City's budget and Capital Improvement Program.

The Deputy City Manager serves as a key connection between the City Manager, City Council, departments, and the community. They provide direct support to the City Manager and Council, representing the City Manager's Office at meetings and coordinating departmental responses to Council requests and directives. The Deputy City Manager handles complex and sensitive community issues, communicates City policies and initiatives clearly, and often serves as a spokesperson at public meetings and events. The Deputy City Manager serves as the City Manager as required.

The Priorities

- Engage as an active member of the executive team and provide strategic input on citywide policies. Leading with one voice, continue to strengthen integration across divisions and departments, remove barriers to collaboration, and promote shared knowledge and alignment around cross-cutting priorities.
- Provide strategic leadership and effectively guide the work plan for the City Council's three-year priorities – with a new set of priorities anticipated in 2026. Partner with colleagues and work across departments to advance goals and priorities in alignment with Bothell's organizational values.
- Support the Data Governance Team, strengthening data competency across the organization and guiding the City's transformation into a fully data-informed organization.
- Support the implementation of the new Economic Vitality Plan. Encourage support for small businesses, strengthen the City's position as a regional destination, and invest in vibrant districts that serve both residents and visitors.
- Partner with City leadership in evaluating options for the future of the Bothell Fire Department, including potential membership in a regional fire authority.





The Successful Candidate

The Deputy City Manager is a strategic, forward-thinking leader who sees the big picture and connects it to meaningful action in support of the Bothell City Council's 2040 Vision. They partner with the City Manager to lead the organization as one team, with one voice, through strategic, creative, and courageous actions that empower all staff to serve the community. Bringing a diverse set of experiences and perspectives, the Deputy City Manager complements and supports a highly effective and engaged Executive Leadership Team while helping shape the City's future.

With a commitment to equity, inclusion, and organizational excellence, the Deputy City Manager promotes solutions that balance ambition with realism and long-term sustainability. A skilled systems thinker, the Deputy City Manager recognizes and leverages the interconnections between departments and disciplines. They are a natural collaborator who builds and sustains strong relationships across all levels of the organization and with external partners. Known for transparency and clear communication, the Deputy City Manager fosters an environment of trust, openness, and shared purpose. With strong emotional intelligence and political acumen, the successful candidate navigates complex issues and diverse perspectives with professionalism, empathy, and respect.

The successful candidate brings a proven ability to coordinate and oversee high-profile initiatives, engage in multidisciplinary thinking, and anticipate the impacts of policy decisions. The Deputy City Manager is confident and grounded in experience, capable of making informed, balanced decisions and communicating necessary trade-offs to ensure the organization's fiscal and operational sustainability.

With an innovative mindset, the Deputy City Manager embraces change and continuous improvement. They use data, analytics, and technology to inform decision-making and drive process improvement. They identify trends and obstacles that hinder progress and implement best practices to advance efficiency, collaboration, and service delivery.

As a visible and approachable leader, the Deputy City Manager creates a strong foundation for success by setting clear expectations, establishing achievable goals, and holding themselves and others accountable. They actively support and empower staff, remove barriers to success, and cultivate a culture of inclusion, respect, and high performance. With authenticity and a human-centered approach, the Deputy City Manager inspires trust, leads with purpose, and builds alignment around a shared vision for a more responsive, equitable, and forward-looking City organization.

Qualifications

At least ten years of progressively responsible administrative experience in government management, including at least three (3) years of experience supervising professional-level staff, is required. Prior leadership experience overseeing complex programs and projects is essential. Demonstrating a deep understanding of a city's day-to-day operations is ideal, as is prior experience in a growing community. A sound financial background with a strong understanding of budgets is required. Knowledge of the Deputy City Manager portfolio is beneficial but not required.

A master's degree in public administration, business administration, finance, or a closely related field is required. An equivalent combination of education, training, and experience will be considered.



Inside Bothell City Hall

The City of Bothell combines the strong managerial experience of an appointed City Manager with the strong political leadership of elected officials as a non-charter optional code City operating under the Council-Manager form of government. The seven members of the City Council are elected at large on a nonpartisan basis to four-year terms. The Council elects the Mayor and Deputy Mayor from within its ranks and works with the City Manager to implement their policies and established goals.

City services are provided through nine departments: Community Development, Employee and Technology Services, Executive, Finance, Fire, Legal, Parks and Recreation, Police, and Public Works. The City's Water, Sewer, and Stormwater Utilities are managed through Public Works. Several of the larger departments also have functional divisions within their department. The Bothell Municipal Court partners with the City in enhancing the quality of life and safety of our community. Bothell employs approximately 392 full-time staff and has a 2025-26 biennial budget of \$386.8 million that reflects the City Council Vision and Strategic Priorities.

City Council Vision Areas

- Connecting Neighborhoods for One City
- Economic Vitality
- A Community of Trust and Respect
- A Joyful and Healthy Way of Life
- Building Bothell's Beloved Community
- Environmental Stewardship
- Moving in and Around Bothell

Organizational Values:

- *Welcoming Community:* We communicate with respect and kindness. We value people for their individual identities, histories, perspectives, and contributions. We collectively support inclusion so that all of us feel we belong.
- *Common Purpose:* We cultivate teamwork through our shared effort and commitment to serve the City of Bothell. We build trust through collaboration, honest communications, accountability, and integrity.
- *Sustainable Future:* We invest in intentional, equitable development of ideas, employees, businesses, and community members. We embrace opportunities for growth while responsibly stewarding the community's financial and natural resources.
- *Impactful Services:* We deliver quality, professional services that make a difference. We listen and ask questions to learn what's important, respond with helpful solutions, and seek continuous improvement.

The Bothell Community

“For a day or a lifetime, no matter who you are or where you’ve come from, Bothell is everyone’s hometown,” the Council Vision opening describes this community quite well. Like many cities in the region, Bothell, Washington, is growing and changing, but somehow persists as a close-knit caring community with heart, quiet charm, and urban amenities. Bothell offers a sense of community and place with quiet family neighborhoods, new housing in and near bustling urban centers, coffee houses and award-winning restaurants, beautiful parks, the famous paved Burke-Gilman/Sammamish River Trail, and so much more. Bothell warmly welcomes new neighbors and cultures, while still respecting its indigenous history and unique hometown traditions that residents and businesses alike love.

Located on the shores of the Sammamish River, downtown is the hub of the City with popular parks, open green spaces, and multiple play areas for children. Visitors and residents enjoy pedestrian-friendly shopping on the beautiful new Main Street and the newly designed Boulevard, satisfying their appetites at friendly cafes, ethnic restaurants, and craft brewpubs. Downtown events such as the Fourth of July parades, holiday tree lightings, art walks, multi-cultural festivals, Main Street trick-or-treating, wine walks and beer festivals, and other family-friendly activities bring people together.

The City of Bothell’s emphasis on rebuilding the historic downtown district and addition of new residential units has investors and developers anxious to grow businesses. Perfectly positioned near the employment and economic centers of Seattle, Bellevue, Redmond, Kirkland, and Everett, Bothell is home to innovative technology companies and an attractive location for advanced biotechnology firms, wireless communications, medical device manufacturing, and medical research.

In addition to being a desirable place to live and work with an excellent quality of life, students of all ages can access a variety of educational opportunities. Bothell is served by the Northshore School District, one of the top school districts in the state. The City is also home to the University of Washington Bothell, which was recently ranked number one in the state for value and quality by Money Magazine. The University of Washington Bothell shares its campus with Cascadia College, the newest community college in the state. Cascadia has quickly built a national reputation for its high transfer rate and innovative approach to student-centered learning. Students and community members enjoy the “Bothell Crows”—when 15,000 crows descend on the campus nightly to roost. The event has become a big attraction for bird watchers, animal lovers, and just plain curious folks.





Compensation and Benefits

The salary range for the Deputy City Manager is \$202,389 - \$257,304 and will depend on the qualifications of the successful candidate. The City provides an excellent benefits package, and interested candidates can learn more [here](#).



How to Apply

We believe, to deliver the highest level of service to all Bothell community members, it is crucial we employ a diverse workforce, support an inclusive working environment, and ensure our policies and systems result in equitable outcomes. We are committed to maximizing the value of our employees and foster a culture of continuous improvement, wellness, and inclusion.

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position is open until filled with first review of applications on **December 10, 2025**.



Questions

For more information or questions regarding the City of Bothell or the Deputy City Manager position, please contact Heather Gantz at hgantz@raftelis.com or 503-860-1111.