



Bellevue, Washington

EXECUTIVE DIRECTOR

\$96,951 - \$133,832

Plus Excellent Benefits

Apply by

March 23, 2014

(open until filled)

***P*ROTHMAN**



WHY APPLY?



Located in Bellevue, WA, eCityGov Alliance is composed of a group of cities and a county within the Seattle Metro area known for their high quality of life,

thriving communities, natural beauty, impressive economic and cultural opportunities, and commitment to smart growth, education and the environment. Known as the Eastside, these communities embrace collaboration and ways to live and work together to create the desirable atmosphere the Pacific Northwest is known for.

eCityGov is committed to providing excellent online service to citizens through collaboration and innovation. The Executive Director is an entrepreneurial position as it has unlimited potential to make government more accessible to its citizens. The Alliance currently has great tech support and is situated in a world class technology region. If you are a dynamic leader with a strong understanding of government, business, technology, and team building, this is the right position for you!



THE AREA

eCityGov is headquartered in Bellevue, WA, which is the fifth largest city in the state. The area enjoys exquisite views of lakes and towering evergreens amidst a breathtaking backdrop of the Olympic Mountains to the West and the Cascade Mountains to the East. The Eastside offers the best of both worlds with urban amenities in Bellevue and Seattle, as well as a close-knit suburban and small town flavor of neighboring communities. Natural beauty abounds in every direction.

A healthy lifestyle is part of the culture with the many outdoor recreational opportunities, as well as cultural events, wineries, dining and entertainment options. Boating, sailing, kayaking, fishing, hiking, biking, rock climbing and paragliding are popular activities. Skiing and tubing on the nearby snowcapped mountains are highlights of spending winter in the Pacific Northwest.



The Eastside enjoys a strong economy largely due to its large technology industry, which includes Microsoft and T-Mobile. The Costco headquarters is located in the area, as well as regional offices for Boeing, Google, and Yahoo.

The Eastside is known for its strong schools systems, as well as private school and higher education opportunities. In addition to Bellevue College, Seattle is home to many colleges and universities, including the University of Washington.

THE ALLIANCE

The eCityGov Alliance was formed in 2001 when nine cities came together to form an inter-local agency with a mission of providing online services to citizens and businesses. The partners are the cities of Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Sammamish, and Snoqualmie. The Alliance has also added 25 agencies as member subscribers. Subscribers have full consensus-based participation on project committees. The 2014 operating budget is \$1.2 million and the agency is staffed by the Executive Director and a team of technical employees from the City of Bellevue. The Alliance will move to a biennium budget for 2015-2016.

By working collaboratively within a region, the Alliance has been able to bridge the divide between those agencies that can provide Internet services

and those that cannot. The larger cities also benefit through lower costs and access to more services while Alliance project teams have discovered that convenient access to multijurisdictional service and information is broadening the number and kinds of audiences interested in Alliance services.



The Alliance was created to think, grow and experiment with business solutions that would replace city-centric web services with seamless, cross-boundary web services. The goal is to provide constituents with easy-to-find, consistent services, regardless of which city is responsible for providing the service. The Alliance has developed a unique business model by creating portals that are branded by service area and deployed as cross-jurisdictional web services. The service-specific portals include information and access to building permits, parks and recreation, maps, property and government jobs.

This highly unique Alliance has received numerous national recognitions including as a two-time finalist for Harvard University's Innovations in American Government Award, the Alliance for Innovation's J. Robert Havlick Award and ICMA's Program Excellence Award for Outstanding Partnerships: Intergovernmental Cooperation.

The eCityGov Alliance has not only been successful locally, but it also serves as a model to other regions for cross-boundary collaboration and Internet services. The Alliance provides constituents with convenient, user-friendly services in a way that is cost effective for each jurisdiction. In other words, the Alliance uses technology to drive good government.

THE POSITION

Although technically an employee of the City of Bellevue, the Executive Director serves on behalf of the eCityGov Alliance, reports directly to the eCityGov Alliance Executive Board, and is advised by the eCityGov Alliance Operations Board. The Executive Director ensures that programs, from proposal development through execution, are compliant with the goals set by the Executive Board. This includes developing strong business plans and managing programs to the plan, providing necessary resources and adhering to budget authority.

Other responsibilities include:

- Manages all eCityGov Alliance lines of business inside of policy and budget guidelines set by the Executive Board.
- Develops and implements business plans for all projects authorized by the Executive Board.
- Drives excellent communication through all levels of the organization which includes the Executive Board, the Operations Board, Team Leads, owner cities, subscriber cities, staff, and customers.
- Regularly assesses all eCityGov Alliance business lines and continuously pursues program management improvements.
- Works with the eCityGov Alliance fiscal agent to develop and monitor budgets throughout the year, and assures that programs and projects operate within approved budgets.
- Seeks grant funding and resources necessary to fulfill the eCityGov Alliance mission and vision.
- Supports and assists Alliance members and subscribers with resolving business and technical issues.
- Engages staff in a way that supports high performance, including monitoring performance on an ongoing basis.
- Manages vendor relationships which includes City of Bellevue IT staff, as well as with other agencies assisting in the process.
- Maintains and enhances the positive reputation of the eCityGov Alliance in the community.

OPPORTUNITIES/CHALLENGES

1) Over the last five years, the Executive Board has turned over from its original founding members and is transitioning during a period when they have been without a permanent Executive Director for the past 6-7 months. The new Executive Direc-

tor will be a key player in working with the new Board to market the importance of the Alliance in evaluating existing services and determining new lines of business.

2) There may be an opportunity to evaluate the possibility of adding a new service portal to eCityGov making public data more open and accessible, and helping citizens better understand and access their government services.

IDEAL CANDIDATE PROFILE

eCityGov is looking for a strong leader with excellent communication and presentation skills and the ability to establish and maintain effective working relationships. This position reports to the Executive Board and is a self-directed position without direct supervision. It requires the ability to facilitate teams and get others to effectively move services forward. eCityGov desires a candidate who will be a strong advocate for the Alliance and who has the ability to communicate and support a vision for the organization.

The Executive Director must be a dynamic, interested, and capable leader and administrator, helping to build and reinforce effective teams around technology projects. The incumbent must lead in a cross-functional environment, working with contracted IT support in the development of improved technologies, while collaborating with staff from multiple jurisdictions. In addition, the incumbent must be a hands-on leader participating directly with tasks as necessary.

The chosen candidate will need the ability to communicate effectively. Patience is a must. Due to all the interests of the various partner cities and subscribers to Alliance services, it requires time to

prepare and filter recommendations and obtain policy direction before implementation can happen. Some experience working in a regional environment would be a plus. Approximately one-third of the job is external in which the Executive Director is meeting with partners and subscribers.

The ideal candidate must have an understanding of government technology tools and the ability to evaluate the business side and merits of these tools. Because technology changes rapidly, it is important for the new Executive Director to have proven ability to evaluate services and effectively describe changes and improvements to existing services and determine when new services should be considered.

EXPERIENCE & EDUCATION

Master's degree in business administration, information technology or related field. Bachelor's degree with equivalent relevant experience will be considered. Minimum 3-5 years experience managing staff and financial budgets. Demonstrated experience in managing complex projects and information technology initiatives.

COMPENSATION & BENEFITS

- **\$96,951 - \$133,832**
- Medical, Dental and Vision
- Life insurance
- Long term disability
- Employee Assistance Program
- Flexible Spending Accounts
- 12 paid holidays
- Vacation time
- Sick leave
- Retirement Benefits

www.ecitygov.net

The eCityGov Alliance is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 23, 2014** (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 "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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