



Position Announcement

Position Title:	Town Administrator
Wages/Hours:	\$16,235.52 – \$18,993.22/monthly (2026 Pay Plan) 40 hours per week
Date Posted:	September 10, 2026
Closing Date:	Open until filled First review: September 30, 2026

Basic Purpose:

Directs, coordinates and is responsible for the operations of the Town. Provides leadership in the effective delivery of municipal services. Renders direct assistance to the Mayor and Town Council in the areas of planning, organization, policy implementation, and administration of all municipal government functions.

When combined with the position of Director of Administrative Services and Finance, the incumbent is also responsible for the supervision of the Administrative Services and Finance Department staff. The incumbent ensures the Town's financial operations are accurate and conducted in compliance with all applicable federal, state and local laws and regulations, and policies and procedures.

Qualifications:

Required Qualifications:

- Bachelors Degree in Public Administration or related field.
- Four (4) years of progressive municipal management experience.
- Valid Washington State Drivers License.
- Ability to pass a background check.
- An equivalent combination of education, experience, and training that clearly demonstrates the ability to perform the essential functions of the position may substitute for the required qualifications.

Preferred Qualifications:

- Master of Business Administration or a related field.
- CPA when combined with Director of Administrative Services and Finance positions.

Benefits:

This is a full-time position offering associated benefits including Washington state retirement (PERS), medical, dental, vision, EAP, disability, life, vacation/sick leave, holiday pay, longevity, optional (employee funded) deferred compensation and supplemental insurance plans.

Working Conditions:

Work Environment:

Primarily an office environment with occasional travel. Work involves periods of high stress and requires sustained sitting and regular use of a computer and other office equipment. The position may also involve occasional challenging or confrontational interactions with members of the public. Evening meetings and occasional weekend or holiday work may be required.

Physical Requirements:

Requires frequent sitting, standing, and walking. Requires sustained concentration and attention to detail in performing the duties of the position. Occasional bending and stooping. Frequently requires continuous hand and finger movement for writing, keyboarding, and other computer operations. Requires the ability to lift or move objects weighing up to 25 pounds on a non-repetitious basis. Demonstrates emotional resilience and the ability to navigate high-pressure situations or confrontational interactions with composure and professionalism.

Application Process:

Submit three **required** documents by email or regular mail:

- Cover letter
- Resume
- [Town of Steilacoom application](#) (PC fillable). Please note on the application the position for which you are applying.

Regular Mail:

Town of Steilacoom
Attn: Human Resources
2301 Worthington Street
Steilacoom, WA 98388

Email:

amanda.rodriguez@ci.steilacoom.wa.us

The Town of Steilacoom is an equal opportunity employer.