

CITY OF WARDEN

CITY ADMINISTRATOR HIRING

Location: 121 S Main St, Warden, WA 98857

Posting Date: April 24, 2026

First Review: May 29, 2026
OPEN UNTIL FILLED

CONTACT: KRISTINE SHULER
kshuler@cityofwarden.org
509-349-2326

Application Details

Minimum Qualifications – Four year degree preferably in business administration, public administration, engineering or other closely related field. Four Years of experience as described herein may be substituted for the education requirement.

Three (3) Years of supervisory experience.

Two (2) years public works experience.

Licensing and Certifications –

Valid Washington State driver's license.

Must be able to complete and pass a comprehensive background check.

Compensation –

The City of Warden has established an annual salary range of \$115,000-\$135,000 dependent on experience and qualifications. Employees receive a generous health insurance package that includes medical, dental, and vision coverage and Life Insurance.

Other Benefits –

- 11 paid holidays
- 12 vacation days per year, increased with years of service
- 12 sick days per year
- Professional Organization Memberships
- Washington State Department of Retirement

The Application

To Apply for this position, please submit:

- Resume (three page maximum)
- Detailed cover letter describing your experience, leadership style and your interest in this position (two page maximum)
- City of Warden Application (available at www.cityofwarden.org)

Electronic packets must be submitted to Kristine Shuler, City Administrator.
Email: kshuler@cityofwarden.org. Phone 509-349-2326

Scope of Work:

The City Administrator under the direction of the Mayor administers, supervises and coordinates the activities and functions of the various city offices, departments, commissions and boards in carrying out the policies of the city council. However, the Police Chief reports directly to the Mayor. The City Administrator serves as the City's chief administrative and liaison officer and assists the Mayor and City Council in the administration of City government. The position serves at the will of the City in accordance with WMC 2.08.

The City Administrator must live within 20 miles of the city limits of Warden.

City Information

Warden is located in Grant County, 17 miles southeast of Moses Lake. 8 miles from Interstate 90 at exit 188 in the middle of farm country.

Website: www.cityofwarden.org

Warden, with a population of 2,765, is a growing agricultural community. The Mayor/Council form of government are elected officials with the Mayor as Chief Executive. The core services of Warden include the Clerks Office, Police Department and Public Works (including Water, Sewer, Streets, Parks and Cemetery)