

# Coeur d'Alene, Idaho

## *City Administrator*



*Annual Salary Range*

**Plus excellent benefit package**

**\$143,062—\$201,240**



# City Administrator

The primary function of an employee in this class is to provide leadership, policy guidance to department heads and carry out the vision, strategic plan and goals of the Mayor and City council.

The City Administrator assists elected officials in establishing policy and long-term goals; ensures the financial security of tax dollars and monitors the overall fiscal activity of the city; directs operations through department heads; serves as ex-officio member of city boards and commissions; motivates and leads a management team and encourages a team structure within departments; builds strong community relationships and develops relationships with state and federal officials; supervises collective bargaining activities; and ensures the city's work environment is responsive, respectful, value-based, and innovative; and ensures employees are held accountable for quality services.

The City administrator serves at the pleasure of the Mayor and City Council. Work is performed independently with extensive latitude to exercise independent judgement within the framework of existing policies, laws, ordinances and department procedures. The principal duties of the position are performed in a general office environment.

For the complete job description for the position of City Administrator, including classification requirements and physical demands and work environment, please go to [cdaid.org](http://cdaid.org).

## ***Applicants must possess the following:***

- ◆ Masters of Public Administration or Masters of Business Administration from an accredited institution of higher education; and
- ◆ Five (5) years experience in organizational management or related experience; or
- ◆ Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **The Ideal Candidate**

This role presents an exceptional opportunity for a committed and highly skilled professional. The ideal candidate will be a collaborative team player who thrives in an executive leadership environment, contributing with enthusiasm and a shared sense of purpose. The City of Coeur d'Alene seeks individuals who actively support collective goals and promote strong communication across departments, functions, and stakeholder groups.

The ideal candidate will be capable of operating independently within a politically influenced setting and will exhibit exceptional interpersonal skills, adaptability, creativity, and political acumen.

## Core Purpose

The City of Coeur d'Alene is dedicated to delivering the highest quality service to the residents and visitors of our city of Excellence. The City Administrator provides leadership and policy direction to department heads, executing the vision, strategic plan, and goals established by the Mayor and City Council. Staff also supports 20 citizen advisory boards and commissions that offer policy recommendations to elected officials.

## The Community

The City of Coeur d'Alene has a population of approximately 57,728 and is located in the Northern Idaho Panhandle. Coeur d'Alene offers a true, four-season climate and is a resort city on the northern shore of scenic Lake Coeur d'Alene.

In addition to the natural beauty and waterfront beaches and trails of the City, there are several lakes within 50 miles providing beaches for swimming and boat ramps for water access. Outdoor enthusiasts will enjoy the nearby local, state and federal parks for camping and hiking, numerous golf courses and five major winter ski areas which are all within 60 miles.

**Distance from Spokane, Washington:** 33 miles

**Median Home Value:** \$597,995

## Salary and Benefits

### Compensation

Annual Salary Range: \$143,062—\$201,240

### Benefits

- ♦ Generous paid leave including holiday, vacation and sick leave.
- ♦ **Medical** insurance through Regence Blue Shield of Idaho – employee 100% covered, low cost dependent coverage.
- ♦ Three (3) **Dental** plans to choose from – 100% employer paid for employee and dependents.
- ♦ Defined benefit **retirement** program through PERSI.
- ♦ Voluntary supplemental 401(k) and 457 investment plans.
- ♦ Basic life insurance, accidental death and dismemberment insurance, occupational death, and long-term disability – 100% employer paid.
- ♦ Supplemental voluntary life and AD&D insurance.
- ♦ Health Reimbursement Arrangement (**HRA**) – tax-free employer contributions into employee's account on a monthly basis.



## The City Government

The City of The City of Coeur d'Alene covers almost 16 square miles and is a full-service City governed under the Mayor/Council form of government. The City Council consists of the Mayor and six Councilmembers, elected by seat, for four-year, overlapping terms. The City employs more than 420 full-time employees and has an overall budget of approximately \$152 million for fiscal year 2025-2026.

### How to Apply

1. Complete the online application on the City of Coeur d'Alene Career Pages at <https://www.governmentjobs.com/careers/cdaid>
2. Select the City Administrator job posting
3. Complete your application and attach your cover letter and résumé

***Application deadline: March 6, 2026 — 5:00 pm***



*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*