

CITY ADMINISTRATOR

SUMMARY: This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

PRIMARY TASKS AND DUTIES: Responsible for general governmental accounting, accounting systems, records, purchasing and payroll. Serves as the City's treasurer. Is responsible for the preparation of monthly, quarterly, and annual fiscal reports. Monitors budgets. Generates information for other federal, state and local reports. Oversees issuance of debt, maintaining debt payments and debt ceilings. Oversees budget preparation and prepares final budget documents including preparation of financial forecasts for short and long term fiscal goals and conditions. Audits all City expenditures.

Supervises all overall operations of the City. Interprets rules, policies, procedures of city functions and researches data, laws, codes, regulations, and polices for the City Council in their policy making decisions. Serves as an advisor to the City council and its various boards and commissions. Is responsible for maintaining consistency among the City's various boards and departments. Supervises the various department heads and acts as a technical resource.

Manages City's contracts for compliance and performance. Negotiates contracts. Administrative responsibility for all contract management.

Develops programs as directed by Council. Prepares program proposals, budgets, implementation schedules, and evaluations. Performs special projects as assigned by council or insures implementation by appropriate city departments. Monitors performance and activities of department heads to insure goals are met.

Provides grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.

Has responsibility for oversight of the city personnel and personnel system. Includes supervision of department heads including scheduling, evaluations, staff training, and general strategic planning. Oversees the development and maintenance of general personnel policy and management issues. Oversees compliance with local, state and federal regulations and manages recruitment/dismissal issues. Administers contracts for liability, health, and other benefit programs.

Maintains City compliance with Federal and State mandates. Prepares City Ordinances and Resolutions. Acts as risk manager. Maintains accident files.

Oversees City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.

Represents City on various boards and committees as directed by the City Council. Serves as the clerk to the City Council. Acts as a liaison with other governmental organizations. Responds to citizen complaints and inquiries and coordinates council responses to these complaints.

This is an "exempt" position.

MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Good communication skills
- Good leadership and analytical skills
- Experience with standard office equipment including computers
- Ability to maintain confidentiality

PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Ability to work independently

PUBLIC WORKS DIRECTOR

SUMMARY: The City is gradually transitioning the Public Works Director's position from a field focus with some administrative duties to an administrative focus with some field duties. The position will be responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The Public Works Director supervises three full time field positions and manages the sewer plant operation contract and parks maintenance contract. The position needs management and supervisory experience and is FLSA exempt (Ref. Section 4.2).

Primary Duties and Tasks:

- Develop and implement long term planning for the City's public works facilities including execution of both short and long range construction programs.
- Serves as a key member of the City's management team
- Supervises the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments. Serves as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities. Performs cost control activities and monitors the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attends all City Council meetings and represents the City on other committees as assigned.
- Directs the research and compilation of all required reports relative to the operation of the public works programs. Ensures that the City's water and sewer utilities meet all regulatory requirements.
- Supervises public works construction projects.
- Prepares written reviews of all subdivision and short plat applications for the planning advisor.
- Reviews and approves building permit application for public works compliance.
- Serves with the Planner and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serves as the enforcement officer for the protection of public facilities; assists with the control of public nuisances.
- Responds to public inquires related to public works issues.
- Assists with grant writing.
- Performs field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service)

Qualifications:

- Prefer a BA from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience. H.S. graduate a must.
- 3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.
- Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.
- Computer literate with general knowledge of public works software applications.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Ability to read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Ability to establish and maintain effective working relationships with subordinates, contractors, engineers, property owners and the general public; and the ability to secure compliance with construction specifications in an effective manner.
- Supervisory skills, including evaluation, discipline and discharge.
- Good oral and written communication skills.
- Must be able to work independently
- Must have a valid a Washington Driver's License, prefer CDL or ability to acquire.

Although work will be performed in an office setting, due to the small size of the City, "on-site" supervisory and inspection duties will need to be performed and considerable time spent out-of-doors. And during the occasional emergency the director may be exposed to extreme weather and work conditions.

JOB DESCRIPTION - PLANNER

SUMMARY: Performs current planning activities related to the interpretation and enforcement of City development and environmental ordinances including the comprehensive plan, zoning, subdivisions, short plats, State Environmental Policy Act, shoreline substantial developments and Critical Areas. Insures that all the legal requirements, public notices, hearing and permit procedures regarding all planning functions are adhered to and completed. Insures that a comprehensive public record shall be developed and retained by the City through the carrying out of the required reviews and writing of environmental assessment reports and impact statements as authorized by the City.

PRIMARY TASKS AND DUTIES:

Provides technical and professional advice and provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to the development community, property owners, community groups and the general public.

Gathers, interprets, evaluates and prepares data for studies, reports for decisions-making purposes, and coordinates the review of development applications or projects with applicable city departments, interest groups, state and local officials and agencies, as needed.

Administers the City State Environmental Policy Act, Shorelines Act, and Critical Areas Ordinance; reviews projects to determine if an environmental impact statement and/or critical area assessment reports are required; and coordinates with consultants responsible for preparing impact statements and/or assessment reports.

Evaluates and researches environmental checklist and assessment reports provided to the City by private developers or public agencies.

Prepares, posts and causes to be published public notices as are required by city ordinance and state law regarding any actions affecting the Comprehensive Plan, Shorelines Management Plan and permit, zoning, site and building plan reviews, variances or rezones and annexations.

Organizes and attends planning commission meetings and Board of Adjustment meetings, prepares meeting agendas; provides advice and guidance concerning matters coming before the commission; prepares reports and exhibits as needed; and reports on current planning issues.

Develops, coordinates and updates the overall City land use and development guidelines, ordinances and regulations including policy or changes to the comprehensive land use plan.

Coordinates and works with other City departments including public works, emergency planning, building, and parks on general community development goals including assisting with grant writing efforts.

Receives and reviews, on behalf of the department, site and building plans submitted to the City for review and processing and coordinates permitting processes. Prepares formal reports to the Planning Commission and City Council regarding the adequacy and content of site and building plans.

Conducts field observations for technical completion, conformance with zoning regulations and compliance with environmental regulations.

Prepares, files and maintains maps, exhibits, plans and other graphic documents as needed for routine office operations.

Assists the City in the enforcement of local land use and development ordinances and compliance with City zoning and nuisance regulations.

PERIPHERAL FUNCTIONS

May testify as expert witness in court if required or assist with the preparation of City lawsuits involving land use issues.

Performs other duties as assigned or as needed.

PREFERRED QUALIFICATIONS, MINIMUM AND

EDUCATION – Graduation from an accredited four-year college/university with a degree in land-use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

EXPERIENCE – **Three (3)** or more years of work in planning.

KNOWLEDGE OF -

Land use planning principles, practices and techniques

Environmental sciences

Cartography and basic computer literacy and experience using a personal computer

GIS applications is highly desirable

City government functions, policies, rules and regulations

State planning statutes and general familiarity with legal foundations of planning

Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS

SKILLS AND ABILITIES –

Organizational and time management skills

Ability to interpret standard legal documents

Ability to prepare clear, concise and accurate reports

Ability to maintain detailed records and retrieval system for those records

Ability to communicate clearly and concisely, both orally and in writing

Ability to work under pressure with challenging deadlines while coping with interruptions

Ability to prioritize tasks and work independently

Ability to establish and maintain effective and professional working relationships

Ability to work as a team player

LICENSES

Must have a valid driver's license

WORKING CONDITIONS

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required and occasional attendance at meetings and trainings outside City boundaries.

The job position is non-exempt under the laws of the Fair Labor Standards Act.

The position is filled by appointment and reports to the City Administrator. Removal is by action of the City Administrator.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time; extensive use of computer keyboard.

DEPUTY CLERK

SUMMARY: As primary assistant to the city administrator, this job performs a variety of functions to support the city administrator, such as assisting with the maintenance of the city accounting system and investments, maintaining utility accounts, responding to public inquiries, managing the municipal court system reporting directly to the municipal judge, assisting with planning meetings and records maintenance, creating and filing general city records, and other duties as assigned by the city administrator. Fills in for the city administrator in his/her absence..

PRIMARY TASKS AND DUTIES:

Receipting incoming funds, reconciling and depositing funds and maintaining records as required.

Review bills submitted and determine which fund to charge, prepare vouchers and checks

Maintains the daily posting to the general ledger and assists with the preparation of monthly and quarterly reports; assists with the annual financial report.

Assists the utility clerk with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.

Process all activities for Municipal Court including setting the docket for arraignments, hearings, trials, etc. Process court receipts; manage daily reporting of court activity, printing and mailing of notices. Retrieve and input data into statewide computer system.

Secretary to the Planning Commission and will fill in for the City Administrator/City Council when required. Assists the Fire Department, Building Inspector, Public Works Director and City Administrator when required.

Assist in the preparation of the budget, financial reports and annual state audit.

Purchases office and household supplies, monitor city purchases for compliance with City/State bid laws.

Provide front counter information when needed.

Evaluate monthly cash flows and interest rates to invest city funds and maintain records. Assists City Administrator/Treasurer with the investing of City funds

Provide general public/tourist information and relocation assistance.

Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite, court, financial and utility software programs.

Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's. Assist City Administrator in grant management.

MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.

Office Experience, good writing skills, understanding of basic accounting

10-key by touch, computer experience (preferably Windows based) excel & word

Good Customer Service

Ability to Work Independently, ability to prioritize tasks, and organize against multiple deadlines.

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience

Four year College.

UTILITIES/MAINTENANCE WORKER

SUMMARY: This is a field position responsible to the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments.

PRIMARY TASKS AND DUTIES: Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division. Proficiently operates departmental equipment such as back hoe's small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment. Repairs water mains, clean out and install sewer and water lines, clean curbs, gutters and repair park facilities. Operates and maintains the water treatment plant, well and intake stations. Prepares and maintains records and performs appropriate tests to meet State requirements.

Responsible for installation, maintenance and repair of city sewer lines and pumping equipment. Week end testing and emergency back up to the Waste Water Treatment Plant operator.

Operation of the water and sewer utilities will require some weekend duties shared with the Public Works Director (one hour Saturday and Sunday – two hours total). **Will be available by phone when on call weekends.** Emergencies will require overtime work to repair utilities. Ability to read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.

Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way. Operation of street sweeper and brushcutters. **Street light repair.** *Replace culverts, A/C line, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, running cutting torch, saws, roller, grader, man lift, jumping jack, maintenance or fire hydrants.*

Operates all city equipment which may include city trucks, dump trucks, backhoes, bulldozers, jackhammers, mowers, street sweepers, snow plows and welders. **Must pass drug tests.** Responsible for the general maintenance and repair of both diesel and gas engines.

Responsible for the construction and maintenance of city parks, city buildings and other structures.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within twelve (12) miles of the city.
- Must be able to work independently.
- Must have a Washington Driver's License with commercial validation or the ability to acquire within three (3) months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills. **Basic Telemetry and cable splicing knowledge.**
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Water Distribution Manager I (WDMI)
- Water Plant Operator II (WTPOI)
- Wastewater Treatment Plant Operator I (WTPOI)
- A/C Pipe Certification

Good oral and written communication skills are necessary to work with the public.

SECRETARY/ACCOUNTING CLERK

SUMMARY: Performs a wide variety of regular and recurring accounting procedures, including calculation, posting, verifying, preparing and mailing payments reconciling accounts payable to the designated accounts. Responsible for payroll and utility accounting tasks. Receives, accounts for and safeguards cash, checks and other valuables as required. Maintains varied accounting office filing systems and records as directed to assure proper follow-through.

PRIMARY TASKS AND DUTIES:

Performs tasks to prepare and reconcile water and sewer billing and receipting. Maintains records of connections & applications with associated costs sheets, track water sold vs pumped. Assists with rate study.

Receipting incoming funds, reconciling and depositing funds and maintaining records required.

Review bills submitted and determine which fund to charge, prepare vouchers and checks.

Prepares monthly payroll for city staff. Maintaining all personnel files and personnel related issues.

Assists the Court Clerk with the processing of receipts, daily reporting of court activity, printing and mailing of notices and filling in as court clerk when necessary. Retrieve and input data into statewide computer system.

Performs secretarial services for the Fire Department, Building Inspector, Public Work Director, Planner and City Administrator when required.

Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.

Assist in the preparation of the budget, financial reports and annual state audit.

Maintains Business License, Small Works Roster and Outdoor Burn Files.

Assist with records retention and maintains City Council cross reference indexes.

Provide to the public zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.

Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite software and utility/financial software programs.

Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's. Assist city administrator in grant management.

Perform annual inventory, log field and office inventory in spreadsheets.

Assist Deputy Clerk with Firemen pay & benefit calculations, District II Annual Billing

MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.

Office Experience, good writing skills, understanding of basic accounting

50 wpm typing skill, 10 key by touch, computer experience (preferably Windows based)

Good Customer Service

Work Independently

PREFERRED QUALIFICATIONS:

Prior Government Accounting Experience

College graduate

BUILDING INSPECTOR

SUMMARY: Provides pre-application building plan reviews for code compliance. Inspects residential and commercial buildings and other structures in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinance.

Insure that all the legal requirements, permits, inspections regarding all building inspector functions are adhered to and completed. Insure that a comprehensive public record shall be developed and retained by the City through the carrying out of the required reviews, assessments and impact statements as authorized by the City.

PRIMARY TASKS AND DUTIES:

1. Building Inspections to enforce the Building Code, Plumbing Code, Mechanical Code Energy Code, Fire Code, Sign Code, ADA Standards and relevant sections of the Revised Code of Washington, and relevant sections of City Ordinances. Must maintain current certifications for the appropriate categories above as administered by ICBO.
2. Examine submitted drawings for compliance with all relevant codes. Interface with architects, engineers, designers, builders, subcontractors, and owners via written correspondence, telephone, office and site conferences.
3. Provide interpretations for the building and related codes to applicants, permit holders, contractors and city staff. Provide advice and direction at pre-application meetings for contractors, realtors, architects, engineers and prospective property
4. Prepare, file and maintain files, plans and other documents as needed for routine office operations.
5. Prepare plan reviews when required.
6. Fire Marshall for the City. Performs random and annual fire code inspections for commercial operations. Assists fire chief as necessary.
7. Investigates complaints of alleged violation of zoning and land use regulations or building codes; issues notices to correct code violations; follows up on notices to assure compliance with the imposed conditions.

MINIMUM QUALIFICATIONS:

Building Inspector Certification
Plan Review Certification, Mechanical Certification, Plumbing Certification
Thorough knowledge of construction processes
Knowledge of and experience with Uniform Building Codes, as well as plumbing, mechanical and state energy codes.
Ability to obtain all certifications necessary to perform the job
Ability to address and administer Fire Code regulations.

PREFERRED QUALIFICATIONS:

Computer experience
Previous building inspection experience

PUBLIC WORKS FIELD SUPERVISOR

SUMMARY: This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor PWFS supervises and works with the public works maintenance and construction crew(s) responsible for the City's water and sewer utilities, streets, equipment, parks and general facilities. The PWFS plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The PWFS must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, sewage problems, equipment failures and water main breaks

PRIMARY TASKS AND DUTIES: Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, sewer collection, parks division and City buildings. Proficiently operates and maintains departmental equipment such as back hoe's small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment. Repairs water mains, clean out and install sewer and water lines, clean curbs, gutters and repair park facilities. Operates and maintains the water treatment plant, well and intake stations. Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections. Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Waste Water Treatment Plant operator.

Organizes the water and sewer utilities weekend duties shared with other Public Works employees (one hour Saturday and Sunday – two hours total). Will be available by phone when on call weekends. Emergencies will require overtime work to repair utilities. Ability to read and compose utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents. Will assist with the preparation of bid specifications on public works projects.

Applicant will be responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within twelve (12) miles of the city.
- Must be able to work independently and have work experience in general maintenance, trade areas
- Must have a valid Driver's License with CDL validation or ability to acquire within three (3) months. The City will complete a review of the final applicant's driving record.
- Must be highly skilled in heavy equipment operation and maintenance.
- Work is performed out-of-doors requiring average physical agility, dexterity and endurance

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing and Carpentry Skills.
- Basic electrical skills, telemetry and cable splicing knowledge.
- Experience in Welding.
- Basic mechanical skills and diesel and gas equipment repair.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance and/or Irrigation Experience.
- Supervisory skills and good oral communication capabilities to work with the public

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Water Distribution Manager I (WDMI)
- Water Plant Operator I (WTPOI)
- Wastewater Treatment Plant Operator I (WTPOI)
- Flagging card
- First Aid Card

POSSESSION OR ABILITY TO ACQUIRE CERTIFICATION (longer term)

- Water Plant Operator II (WTPOII)
- A/C Pipe Certification
- Cross Connection Control Specialist.
- Cave In Protection

Minute Taker

SUMMARY: Attends meetings and records minutes. Prepares final drafts of minutes off-site on applicant's personal computer equipment for the City Council, the Planning Commission and the boards of Adjustment and Appeals.

PRIMARY TASKS AND DUTIES:

Attends the regular meetings of the City Council and Planning Commission and those special meetings as requested and takes minutes of the proceedings.

Attends scheduled meetings of the Board of Adjustment and Board of Appeals and takes minutes of the proceedings.

Prepares drafts of the minutes and submits those drafts for review by the designated staff member and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

MINIMUM QUALIFICATIONS

High School Graduate or GED equivalent
Office experience with a minimum 50 wpm keyboard speed
Familiarity with Windows based software
Good writing and spelling skills
Ability to work independently
All work to be completed on applicant's personal computers