

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: February 28, 2022**

**Subject:** Amending the City Clerk/Assistant to the City Manager Employment Agreement

**Department:** City Manager

**Prepared By:** \_\_\_\_\_  
(Digital Signature)

**Agenda Location:**  Consent Agenda  Council Action  Unfinished Business

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**Action Needed:**

Approve the amendment to City Clerk/Assistant to the City Manager employment agreement.

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**Attachments:**

1. Deputy City Manager/City Clerk Employment Agreement

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**Background/Summary:**

The City conducted a salary study of similarly sized cities with similar tax bases within the State of Washington to compare Blaine's City Clerk compensation to that of other City Clerks in the state. The findings of the salary study are that the Blaine City Clerk compensation is roughly \$400 per month below the state average.

The City has identified a need for more capacity at the City Manager level due to the high volume of workload for the City Manager. Considering this, the City Clerk/Assistant to the City Manager position will be changed to Deputy City Manager/City Clerk. Due to budget constraints and ability to pay, this position's salary structure is being compared to other City Clerks, and not Deputy City Managers.

The primary changes to the existing City Clerk/Assistant to the City Manager employment agreement is below:

1. \$450 per month salary adjustment.
2. Updated job description and job title.
3. Reducing the number of administrative days from five to three.
4. Conversion of one floating holiday to Juneteenth Holiday (effective if/when all City collective bargaining agreements adopt Juneteenth as a holiday).
5. Potential for 5% merit increase in future at the City Manager's discretion.

These changes will go into effect on March 1, 2022.

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**Budget Implications:**  Current Budget  New Budget Request  Non-Budgetary

This salary adjustment can be accommodated in the 2022 Budget without amendment.

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**Recommendation:**

The City Manager recommends City Council approve the amendments to the City Clerk/Assistant to the City Manager employment agreement.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

**CITY OF BLAINE**  
**~~CITY CLERK/ASSISTANT TO THE DEPUTY CITY~~**  
**MANAGER/CITY CLERK EMPLOYMENT AGREEMENT**

This Employment Agreement (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, ~~2022~~2019, by and between the **CITY OF BLAINE**, a Washington municipal corporation (hereinafter the "City") and Samuel Crawford (hereinafter "Employee"), and is effective ~~November~~ March 1, ~~2022~~2019.

**WHEREAS**, the City has employed Samuel Crawford as City Clerk/Assistant to the City Manager of the City of Blaine under an Employment Agreement dated March 26, 2018; and,

**WHEREAS**, it is the desire of the City Council to ~~incorporate prior amendments into a new Employment Agreement~~ make changes to the City Clerk/Assistant to the City Manager employment agreement; and,

**WHEREAS**, the Employee agrees with the proposed amendment; and,

**WHEREAS**, it is the desire of the City Council ~~incorporate the proposed amendment into a new employment agreement~~; and,

**WHEREAS**, the Employee, having been appointed as provided for under RCW Chapter 35A.13 by the City Manager, and having taken the oath of affirmation for the faithful performance of his duties, desires to continue employment as the Deputy City Manager/City Clerk ~~City Clerk/Assistant to the City Manager~~ of said City.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

**I. EMPLOYMENT**

The City hereby agrees that Samuel Crawford is employed as the Deputy City Manager/City Clerk ~~City Clerk/Assistant to the City Manager~~ for the City of Blaine, and Samuel Crawford hereby accepts under such employment, the terms and provisions of this Agreement.

**II. DUTIES**

2.1 The Employee shall perform all of those responsibilities, duties, and obligations as set forth in the City of Blaine ~~City Clerk/Assistant to the City Manager~~ Deputy City Manager/City Clerk Position job description attached hereto as "Attachment A," and such other duties and responsibilities as are legally and properly assigned by the City Manager.

2.2 **Exempt Position.** The Employee is designated as an FLSA Executive Exempt employee and, subject to the City Manager's approval, is permitted to design a flexible work schedule as may be warranted to accomplish the continuing objectives of the City, subject to the restriction on hours of work set forth in Section 2.4 of this Agreement. The position of ~~City Clerk/Assistant to the City Manager~~ Deputy City Manager/City Clerk is also exempt from the provisions of the Washington State Minimum Wage Act.

2.3 **Exclusive Employment.** During the term of this Agreement, Employee agrees to remain exclusively employed by the City and not to become employed by any other employer until the effective date of termination or resignation. The term "employed" shall not be interpreted to include occasional teaching, writing, or consulting work which does not interfere with Employee's ability to effectively discharge his assigned duties.

2.4 **Hours of Work.** Employee's schedule of work shall vary in accordance with the work

required to be performed, including such time as is necessary outside normal office hours. Employee shall be compensated for the quality of his work product, as opposed to the number of hours required to perform his work.

### III. SALARY

3.1 Commencing on ~~November~~March 1, ~~2022~~2019, Employee shall be paid ~~Six-Seven~~ Thousand Seven Hundred ~~Fifty-Thirty-Seven~~ Dollars (~~\$6,7507,737~~) monthly. Annually on January 1st, Employee shall receive annual cost of living increases based on the prior October Seattle Urban CPI, or as funds are available and budgeted. Employee shall not receive a lesser cost of living increase than other exempt employees. Upon completion of a satisfactory performance review by the City Manager, the Employee is eligible for a five (5%) percent merit increase at the discretion of the City Manager.

### IV. PERFORMANCE EVALUATION

4.1 The City Manager will ordinarily review and evaluate the performance of Employee as needed. Performance and evaluations shall be in accordance with Blaine Policy and Procedure 03-02. Annually, the City Manager and Employee shall define goals and performance objectives which they determine necessary for the proper operation of the City and for the attainment of the City's policy objectives, and shall further establish a relative priority among those various goals and objectives. Goals and objectives shall generally be attainable within the time limitations as specified and within the annual operating and capital budgets and the appropriations provided.

### V. PERSONAL DEVELOPMENT

5.1 The City shall pay Employee's dues in professional groups, provided they are approved in advance by the City Manager.

5.2 The City shall pay for the reasonable expenses of Employee's necessary travel and living expenses to represent the City at conferences, seminars, and training classes.

5.3 The City recognizes the desirability of representation in and before local civic organizations, and Employee is authorized to become a member of such civic organizations as approved in advance by the City Manager. The City agrees to pay the membership fees for Employee in such civic organizations.

5.4 The City shall pay Employee's tuition for continuing education and certification where the education is related to Employee's field and/or where the field of study has been approved by the City Manager. Tuition shall be direct payment or reimbursement at the discretion of Employee. Employee must meet requirements set by program to qualify for reimbursement.

### VI. VACATION, SICK, HOLIDAY, OTHER LEAVE

6.1 **Vacation Leave.** Employee shall accrue vacation leave at 17.33 hours per month with a maximum of two hundred forty (240) hours. Any unused accrued vacation hours over 240 at the end of the calendar year shall be forfeited by Employee.

6.2 **Sick Leave.** Employee shall accrue eight (8) hours of sick leave per month. Such sick leave shall be cumulative from month to month and year to year. The equivalent salary value of any accrued sick leave exceeding nine hundred sixty (960) hours at the end of each calendar year shall be deposited to ~~E~~mployee's HRA VEBA account, per provisions in 7.4. Once the Employee has met the maximum contribution to the HRA VEBA account, Employee shall continue to accrue sick leave in excess of nine hundred and sixty (960) hours.

6.3 **Sick Leave Incentive.** Employee shall receive one (1) vacation day for sixteen (16) or

fewer sick leave hours used in a full calendar year, and two (2) vacation days for eight (8) or fewer sick leave hours used in a full calendar year.

6.4 **Holidays.** Employee shall be entitled to two (2) personal, paid, floating holidays and ~~five-three (35)~~ paid administrative leave days (banked as floating holidays) annually to be used within the calendar year. In addition, Employee shall receive ten (10) holidays based on an eight (8) hour day:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

6.4.1 **Juneteenth.** Upon adoption by all collective bargaining groups, the holiday Juneteenth will be added to Section 6.4 "Holidays". In return, one (1) of the two (2) personal, paid, floating holidays will be removed from the employment agreement. If the Juneteenth holiday is never ratified by all collective bargaining agreements, the Employee shall be entitled to the existing two (2) personal, paid, floating holidays.

6.5 **Bereavement.** Employee shall be entitled to five (5) days of bereavement leave without loss of pay for a death in the immediate family, defined as wife, husband, significant other, son, daughter, mother, father, brother, sister, grandparents, and grandchildren of either ~~E~~mployee or ~~E~~mployee's spouse/significant other, inclusive of step and in-law. Three (3) days of bereavement leave without loss of pay shall be allowed for any other family member not defined as immediate family.

6.6 **Administrative Leave Pending Investigation.** The City Manager may place the Employee on paid administrative leave for up to thirty (30) working days under circumstances which make it reasonably appropriate for Employee to be absent from the workplace during investigation, resolution, or pendency of procedures appropriate to the circumstances involving ~~E~~mployee.

## VII. BENEFITS

7.1 The City shall provide the Employee and spouse/registered domestic partner/dependent(s) medical, vision, and dental benefits, and pay the premiums for same. Current medical, vision, and dental benefits are provided as follows:

- a. Medical - AWC Benefits Trust, paid by City at 90%, employee contribution at 10%
- b. Vision and Dental - Teamsters H&W paid by City at 100%

In addition, the City shall provide Employee with other benefits including life insurance, long-term disability insurance, and Employee Assistance Program (EAP), and pay the premiums for the same.

7.2 The City shall contribute an amount equal to five percent (5%) of Employee's gross salary to either the ICMA Deferred Compensation Plan or the Washington State Department of Retirement system deferred compensation plan, at the Employee's election. In addition, the City will contribute to the Washington State Department of Retirement PERS (1, 2, or 3) System in an amount provided for by State laws.

7.3 Employee shall be provided with the City's Errors and Omissions Insurance for employment practices under wrongful acts liability insurance.

7.4 The City shall participate in an HRA VEBA plan for Employee. Sick leave in excess of nine hundred sixty (960) hours, as outlined in Section 6.2, shall be contributed annually to the

Employee HRA VEBA account at 100% equivalent salary value. Upon retirement through PERS 1, 2, or 3, or upon separation from the City, any accrued sick leave over nine hundred and sixty (960) hours shall be contributed to the HRA VEBA account at 100% equivalent salary value, and any accrued sick leave at nine hundred and sixty (960) hours or under shall be contributed to the HRA VEBA account at 25% equivalent salary value. The total cumulative sick leave contribution by the City of Blaine to the Employee HRA VEBA account shall not exceed \$12,500 per participating employee.

7.5 Employee shall contribute Fifty Dollars (\$50) per month to Employee's HRA VEBA account through payroll deductions. The City shall contribute One Hundred Dollars (\$100) per month to Employee's HRA VEBA account.

## VIII. VEHICLE ALLOWANCE

8.1 The City shall reimburse the Employee, at the City approved mileage reimbursement rate, for all mileage the Employee accrues using a personal, private vehicle while on City related business, if a City vehicle is not available. Use of assigned City vehicle for other than City related business (i.e., commuting, personal use) shall be subject to tax pursuant to federal guidelines.

## IX. TERMINATION, SEVERANCE PAY, TERMINATION FOR CAUSE

9.1 **Termination.** Employee is an employee at will. Termination by the City shall be pursuant to applicable Federal and State laws. Employee shall be entitled to compensation up through the last day of actual service.

9.2 **Severance Pay.** If Employee is terminated under the provisions of Section 9.1 and such termination is not for cause as provided in Section 9.2.1, then the City agrees to pay the Employee severance pay equal to six (6) months from the date of Termination, including payment for vacation benefits that had been accrued up to the date of termination. Employee will also be provided with continuation of health insurance benefits at the rate and level provided to other non-bargaining unit administrative personnel during such six (6) month period unless health insurance benefits are provided through spouse, or until Employee obtains other employment within the six (6) month period, whichever occurs earlier. Such severance shall only be paid to Employee if: (i) Employee has been employed by the City pursuant to this Agreement for a minimum of twenty-four (24) consecutive months immediately prior to termination, and: (ii) Employee executes a release of all claims against the City in a form acceptable to the City. In the event Employee is terminated for cause at any time as defined below in 9.2.1, then Employee shall not receive severance pay or continuation of health insurance benefits. In the event that Employee does not receive severance pay, Employee shall be entitled to any accrued compensation and any other compensation provided for by this Agreement or applicable laws of the State of Washington.

9.2.1 **Termination for Cause.** Should the Employee be terminated for cause, the Employee shall not be entitled to such compensation pursuant to Section VI and shall not be entitled to severance pay pursuant to Section 9.2. "Cause" for the purposes of this Agreement shall be determined by the City Manager upon his reasonable determination that one (1) or more of the following facts exist:

- a. Incompetence, inefficiency, or inattention to or dereliction of duty as reasonably determine by the City Manager;
- b. Dishonesty, immoral conduct, insubordination, discourteous treatment to the public or a fellow employee, or any act or failure to act which is prejudicial to the City as reasonably determined by the City Manager;
- c. Mental or physical unfitness for the position, subject to the provisions of the Americans with Disabilities Act and similar state statutes;

- d. Violation of the City's personnel policies, including but not limited to sexual harassment or drug and alcohol policies, as they now exist or are hereafter amended or adopted;
- e. Conviction of a felony, or conviction of a misdemeanor involving dishonesty or moral turpitude; and/or
- f. Any other act, or failure to act, which in the reasonable judgment of the City Manager, is sufficient to show the employee to be an unsuitable or unfit person to hold the position of ~~City Clerk/Assistant to the Deputy~~ City Manager/City Clerk, including, without limitation, the failure to support and comply with the policies and guidelines established by the City and/or failure to perform the duties required as outlined in "Attachment A" of this Agreement.

9.3 **Employee Initiated Resignation.** Nothing herein shall prevent or limit Employee's right to resign at any time from his employment with the City, provided, however, that Employee is requested to provide thirty (30) days' notice prior to resignation, and provided further that if such resignation does not arise out of Employee's conviction of any felony, illegal action involving personal gain or any other action involving moral turpitude, dishonesty, or deception, then Employee shall be entitled to compensation up through the date of resignation, including a cash out of accrued vacation pay, floating holiday pay, and sick leave as provided for under Section VI, as amended. Employee shall not receive severance pay if Employee voluntarily resigns. Employee shall not be entitled to a cash out of accrued vacation pay, floating holiday pay, and sick leave as provided for under Section VII, as amended if Employee fails to give thirty (30) days' notice prior to resignation.

## X. TERM

10.1 This Agreement shall commence on ~~March -November~~ 1, ~~2019-2022~~ and shall continue indefinitely, or as amended by agreement of both parties.

## XI. GENERAL PROVISIONS

11.1 **Notice.** Any notices required to be given by the City to Employee, or Employee to the City, shall be delivered to the address of the receiving party last known to the addressing party. Such notices shall be delivered either personally to the addressee or may be deposited in the United States Mail, postage prepaid, to the address of the person receiving the notice. Any notice so posted in the United States Mail shall be deemed received three (3) days after the date of mailing and the effective date of any such notice shall be the date of mailing.

11.2 **Litigation.** In the event either party finds it necessary to bring an action against the other party to enforce any of the terms, covenants, or conditions hereof or any instrument executed pursuant to this Agreement by reason of any breach or default hereunder or thereunder, the party prevailing in any such action or proceeding shall be paid all costs and attorneys' fees incurred by the other party, and in the event any judgement is secured by such prevailing party, all such costs and attorneys' fees of collection shall be included in any such judgement. This Agreement is governed by the laws of the State of Washington. Venue shall be the Whatcom County Superior Court.

11.3 **Non-Waiver.** No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. Any party hereto, by notice, and only by notice as provided herein may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term, and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

11.4 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

11.5 **Neutral Authorship.** Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

11.6 **Time of Performance.** Time is specifically declared to be of the essence of this Agreement and of all acts required to be done and performed by the parties hereto.

11.7 **Entire Agreement.** The entire agreement between the parties hereto is contained in this Agreement and the Appendices, as may be amended; and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument, duly authorized and executed by the parties subsequent to the date hereof.

DATED this      ~~October~~March, ~~2022~~2019.

DATED this     

\_\_\_\_\_  
Michael Jones, City Manager

\_\_\_\_\_  
Samuel Crawford, Employee

Approved as to Form

\_\_\_\_\_  
Jon Sitkin, City Attorney



## CITY OF BLAINE JOB DESCRIPTION

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**JOB TITLE:** Deputy City Manager/City Clerk/Assistant to the City Manager  
**REPORTS TO:** City Manager  
**SUPERVISES:** Deputy City Clerk and other employees as assigned  
**STATUS:** Exempt/Salary

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### **POSITION SUMMARY**

The Deputy City Manager/City Clerk/Assistant to the City Manager holds a high profile position providing assistance to the City Manager overseeing and implementing a wide range of City objectives. ~~Specific~~with responsibilities ~~that~~ include planning, the activities of the City Clerk's office including human resources, ~~public records officer~~, stewardship of the City's official records and legislative history, legislative ~~support~~, support, and cemetery. Serves as, Public Records Officer, Elections Administrator, and Civil Service Commission secretary~~Secretary;~~ as well as providing assistance to the City Manager Serves as City Manager in the City Manager's absence.

### **ESSENTIAL JOB FUNCTIONS**

1. Assists the City Manager in developing, planning, and implementing ~~department~~ City goals and objectives.
2. Manages special projects for City Manager including code amendments, interlocal agreements, program development, and operational improvements. This includes coordination with multiple City departments, outside agencies, and organizations to accomplish objectives.
3. Oversees the City's public outreach on general topics in multiple media, such as annual newsletter development and social media posting
- 4.4. Provides confidential assistance to the City Manager, Council and City Attorney in matters involving labor relations, human competitive bidding, and resources and other matters as required
- 2.5. Makes recommendations to the City Manager on the effective and efficient use of personnel, funds, materials, facilities, and equipment to assure the safe condition and functional operation of the department.
- 3.6. Assists the City Manager ~~in developing and recommending changes to policies and code, and assists in planning, organizing and to develop, amend, and~~ implementing Citywide policies.
7. ~~Assists with human resources projects including~~ Conducts confidential comparative fiscal and non-fiscal labor analysis. ~~; may be required to participate in collective bargaining sessions.~~
- 4.8. Participates in collective bargaining sessions. Serves as the City's lead in collective bargaining sessions, as assigned.



9. Develops and implements employee training programs.

10. Manages employee alcohol and drug testing programs.

~~5.11. Assists the City Manager in developing, and administering~~Develops and administers the budget for the City Clerk, Personnel, and City Council operational areas.

~~6.12.~~ May supervise assigned personnel including selecting, training, scheduling, directing and coaching employees, conducting performance appraisals, effective communication through team meetings and memos/emails.

~~7.13.~~ Plans, organizes and controls all activities related to the City's official records.

~~8.14.~~ Oversees the codification and publication of the Blaine Municipal Code.

~~9.15.~~ Oversees the preparation and publication of specific legal notices.

~~10.16.~~ Controls the process of official correspondence and records with other governmental agencies.

~~11.17.~~ Oversees the preparation of the city council agendas, transcription of minutes and other official proceedings of the city council.

~~12.18.~~ Provides staff support to the City Council and appointed boards, committees and commissions as required.

~~13.19.~~ Attends meetings of the Council and assigned commissions and boards, and records all official proceedings.

~~14.20.~~ Administers the operations of the City Clerk office including establishing administrative systems to process expenditures, budgets, personnel, purchasing and other information.

~~15.21.~~ Develops, implements and manages a volunteer recruitment program in conjunction with the needs of various city departments.

~~16.22.~~ Researches and analyzes records and information as required to provide detailed summary reports to use in public hearings, meetings, legal discussions, and contract negotiations.

~~17.23.~~ Evaluates new legislation for its impact on City operations and advises ~~executive management~~City Manager of assessment and ~~implement-recommends~~ appropriate ~~changes responses.as required.~~

~~18.24.~~ Makes presentations before City Council and other groups as required.

~~19.25.~~ Manages the business aspect of the cemetery.

~~20. Oversees public records disclosure requests.~~

~~21.26.~~ Reviews, updates and implements policies, procedures, work plans, and practices to accomplish the objectives of the City Clerk, City Manager and City Council.

~~22.27.~~ Develops and maintain constructive relationships with the public, City administration, Council, and appointed boards, committees and commissions.

~~23.28.~~ Develops goals and objectives consistent with City goals, while soliciting input from other staff and departments to the degree appropriate.

24.29. Coordinates with various outside agencies as assigned.

### **OTHER JOB FUNCTIONS**

25.30. Other duties as may be assigned.

### **QUALIFICATIONS**

#### **Education and/or Experience:**

- Bachelor's Degree from an accredited college or university with a degree in Business, Public Administration, or a related field ~~is preferred.~~ Master's Degree in Public Administration, Public Policy, or Business Administration is preferred.
- Minimum of four (4) years of increasingly responsible experience in the administration and management of public records and municipal processes with a minimum of two (2) years of supervisory experience.
- Certification as a Municipal Clerk by the International Institute of Municipal Clerks is required or must be obtained within 2 years.
- Licensed as a notary public in the State of Washington, within 6 months.
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

#### **Knowledge, Skills and Abilities:**

- Possession of strong planning and organizational skills, including facilitating, problem solving, decision making.
- Ability to develop and implement departmental goals, objectives, policies, procedures and internal controls.
- Ability to meet deadlines while working on multiple projects at any given time.
- Working knowledge of records management.
- Knowledge of principles and techniques of budget development and administration.
- Knowledge of principles and practices of organization, administration and personnel management.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, operational issues, and local government functions.
- Knowledge and/or ability to research applicable federal, state and local laws, rules and regulations pertaining to assigned areas.
- Ability to plan, organize, assign, and coordinate the activities of the office of the City Clerk in a manner conducive to full performance and high morale.
- Ability to analyze problems, identify and evaluate alternative solutions, recommend courses of action, and implement direction in support of goals.
- Ability to research techniques, sources of information and methods of presentation.
- Ability to establish and maintain effective working relationships with professionals, public officials, other employees, and the general public. Requires the ability to interact with people

beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

- Ability to communicate effectively, including orally, in writing, and with visual media, in clear, concise language appropriate for the purpose and parties addressed. Use tact, discretion and courtesy to gain the cooperation of, and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public. Work independently or cooperatively as a team member.
- Proficiency in computing including word processing, spreadsheet calculations, and data base development.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, commissioners, public officials, and the general public.

**Licenses/Certificates/Registrations:**

- Must have a valid driver’s license and appropriate insurance at the time of hire for work related travel. Driving record free of any significant moving violations.
- Must pass appropriate background checks.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work is primarily performed in office setting with limited travel to other City facilities, meetings and training. Position requires ability to move throughout the office and between locations. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms. Must be able to occasionally lift and/or move up to 25 pounds (office equipment and supplies).

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*The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.*

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\_\_\_\_\_  
Date  
Manager

\_\_\_\_\_  
Approved by: ~~David Wilbrecht~~ Michael Jones, City