



---ASSISTANT TO THE CITY MANAGER---

CITY OF CARNATION, WA.

Position

This position is at-will. The Assistant to the City Manager brings lots of energy, creativity, attention to detail and a sense of humor. This new addition to the management team must be “hands on” and a team player and enjoys interfacing with the community. This is a confidential position that enjoys professional discretion and accountability.

IMPACT: to support the City Manager and provide additional capacity to achieve yearly goals.

Required Experience

A Master’s Degree in relevant field and a deep interest in public service are the most important requirements. Specific duties for this position include:

- ◆ Clerking, managing all records, legislative agendas, public proceedings and records requests. Supervising staff responsible for the tasks associated with these duties. This position is responsible for attending (in person or remotely) some Council meetings.
- ◆ Operations Management. Ability to assist in daily operations of the organizations including but not limited to providing high level administrative support, technology coordination, financial transactions including payroll, utility billing and contract administration. Lean Sigma execution is expected for this position.
- ◆ Council Support. This position will be responsible for supporting the City Council by handling private and confidential information including finances and labor negotiations.
- ◆ PIO and Community Engagement. Will be responsible for all public relations and public information duties including social media and press management.
- ◆ Project Management. This position will be responsible for managing special initiatives as directed by the City Manager. Management includes high level budgeting and complex report creation.
- ◆ Interlocal Agreements This position will be responsible for serving as liaison and advocate for regional partnerships.

This position will report to the City Manager or her designee.

DESIRED QUALIFICATIONS

Master’s degree in public administration, business administration, accounting, psychology or similar field.

Experience working a high pressure environment.

Ability to work long hours.

This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary.

COVID 19 VACCINATION IS REQUIRED

Full time; fully benefited; at-Will; FSLA Exempt.