

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2020-21**

ORIGINAL

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, ADOPTING
DUTIES AND QUALIFICATIONS OF APPOINTIVE OFFICERS.**

WHEREAS, pursuant to RCW 35A.11.020 and 35A.12.020, the City Council has the authority define the authority, duties, and qualifications of the City's appointive officers; and

WHEREAS, the Orting Municipal Code (OMC) 1-7-1 establishes appointive offices of the City, and by OMC 1-7-3, the duties and qualifications of appointive officers of the city may be adopted by resolution of the City Council; and

WHEREAS, the City Council desires to establish authority, duties and qualifications for appointive officers of the City, as set forth in Job Descriptions of the City Administrator, Finance Director, and City Clerk and finds that the Job Descriptions represent the duties required to carry out the functions of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption. The City Council hereby adopts the Job Descriptions in the following exhibits:

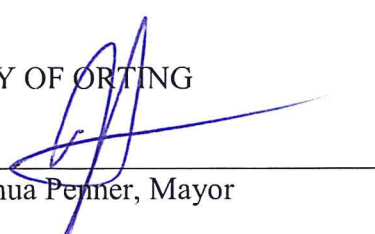
Exhibit 1- City Administrator, Exhibit 2- Finance Director, Exhibit 3-City Clerk

Section 2. Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3. Effective Date. This Resolution shall take effect and be in full force upon passage and signatures hereon.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 26TH, DAY OF AUGUST, 2020.**

CITY OF ORTING



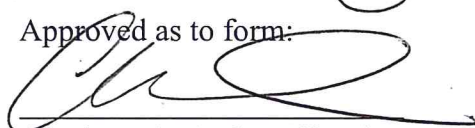
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:



Jane Montgomery, City Clerk CMC

Approved as to form:



Charlotte A. Archer, City Attorney
Inslee Best

Exhibit 1

CITY OF ORTING

JOB DESCRIPTION

Job Title: City Administrator

Department: Administration

Reports to: Mayor

Effective Date: TBD

Annual Salary:

Closing Date: N/A

SUMMARY DESCRIPTION

This position is a full-time, FLSA exempt non-civil service position. Under the general supervision of the Mayor and policy direction the City Administrator plans, directs, manages and oversees the activities and operations of the City of Orting including Law Enforcement, Public Works, Finance, Code Enforcement, Planning, Human Resources and City Clerk's and City Attorney's Office; implements policy decisions made by the City Council; facilitates the development and implementation of City goals and objectives; and provides highly complex administrative support to the Mayor and City Council.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Assume full management and supervisory responsibility for all City operations and personnel; assess ongoing operational needs through department heads and determine the best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures.
2. Manage the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, with City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
6. Oversee the development and administration of the City budget; approve the forecasts; implement budgetary adjustments as appropriate and necessary.
7. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent the City to all departments and outside agencies; coordinate City activities with those

- of other cities, counties and outside agencies and organizations.
9. Provide staff assistance to the Mayor; attend City Council meetings; prepare and present staff reports and other necessary correspondence.
 10. Lead, develop, and execute the City's economic development program.
 11. Supervises and oversees the work of contracted staff and vendors.
 12. Provide staff assistance and attend various boards and commissions.
 13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
 14. Respond to media inquiries, City Council concerns and issues and community needs.
 15. Respond to and resolve sensitive citizen inquiries and complaints.
 16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Operations, services and activities of a City organization.
- Principles and practices of public administration.
- Government, council and legislative processes.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

- Manage and direct the operations, services and activities of a municipality.
- Plan, organize and direct the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community issues, concerns and needs.
- Deal effectively with sensitive and complex issues.
- Develop and administer city-wide goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal state and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of

work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

Experience:

Five (5) years of increasingly responsible experience in municipal government, including three years of administrative and supervisory responsibility.

License(s) or Certificate(s):

- Valid Washington State Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and

applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Mayor Signature

Employee Signature

Date

Date

Exhibit 2

CITY OF ORTING

JOB DESCRIPTION

Job Title: Finance Director

Department: Finance

Reports to: City Administrator

Effective date:

Wage Range:

Closing Date:

SUMMARY DESCRIPTION

The Finance Director is a full-time Federal Labor Standard Act exempt, non-Civil Service management position. Under the general supervision of the City Administrator the Finance Director directs, manages, supervises and coordinates the activities and operations of the Finance Department within; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Assume management responsibility for assigned services and activities of the Fiscal Services division including accounting and reporting the City's financial transactions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for fiscal services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the City's fiscal functions including accounts payable, accounts receivable, general ledger, grants, debt, investments, payroll, bank accounts, and audits; negotiate draft and edit/implement auditor's findings.
6. Oversee staff responsible for accounts payable, accounts receivable, travel, purchasing, business licenses and payroll.
7. Assume management responsibility for all compliance reporting including grant compliance reporting, payroll taxes, sales and excise tax.
8. Select, train, motivate and evaluate finance personnel; provide or coordinate staff training;
9. facilitate teambuilding; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
11. Complete the City's annual report in accordance with the Washington State Auditor's BARS manual.
12. Serve as staff on the City Council and a variety of boards, commissions and committees; prepare and present staff reports, answer questions and complete other necessary correspondence.

13. Provide responsible staff assistance to the City Administrator and Mayor.
14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fiscal services programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance; implement GASB pronouncements.
16. Act as the City's Personnel Director.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- The principles and practices of public finance, accounting, and auditing
- Fixed income portfolio management
- Application Software Products accounting, payroll, utility billing and cash receipting software programs
- Office practices and equipment
- Word processing, spreadsheets, databases and presentation software

Ability to:

- Oversee and participate in the management of the fiscal services program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Formulate and implement long range strategic plans.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

Experience:

Five years of increasingly responsible fiscal services experience including two years of administrative and supervisory responsibility.

License or Certification:

Valid Washington State Driver's License
CPA Preferred

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Finance Director Signature

Employee Signature

Date

Date

Exhibit 3

CITY OF ORTING

JOB DESCRIPTION

Job Title: City Clerk

Department: Administration

Reports to: Mayor/City Administrator

Effective Date: TBD

Annual Salary:

Closing Date: N/A

SUMMARY DESCRIPTION

This is a full-time FLSA exempt, non-Civil Service management position. Under the general supervision of the Mayor and City Administrator and policy direction the City Clerk performs a variety of professional support work including management and preparation of City Council meetings, agendas, council packets, meeting notices, and legal requirement to facilitate Council activities. Maintains custody of official records and archives of the City, including: ordinances, resolutions, contracts and minutes. The City Clerk is the official records officer for the City. The City Clerk may supervise a Records Clerk or Administrative Assistant.

REPRESENTATIVE DUTIES

Duties may include but are not limited to, the following:

1. Responsible for the preparation of the agenda and information packet for City Council and other public meetings; attending City Council and other public meetings;
2. Recording and producing official minutes of meetings, distributing notices of action and maintaining agenda bill, city ordinance, resolution, and city code records.
3. Coordinates with other staff to notice hearings, meetings, and other legal notices according to related laws, regulations and policies.
4. Manage contracts, Request for Quotes and Request for Proposals.
5. Responsible for codification of ordinances.
6. Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements and other documents; involves work with other City Departments to coordinate records storage and retrieval processes in accordance with the State records retention schedule;
7. Serves as the official City Records Officer.
8. Serves as keeper of the city seal; and notary public.
9. Assists City Administrator and Mayor in conducting their administrative duties as needed. Acts as the staff liaison to the City Council, as directed by the Administration.
10. Coordinates and monitors public disclosure requests pursuant to the city policy and RCW.
11. Manage communication with the elections of City Council and Mayoral positions, by implementing processes and procedures necessary in accordance with all applicable State and Federal requirements.
12. Serve as City Website Focal, maintains and updates the City website, including but not limited to meetings, minutes, agendas and the calendar for the City.

13. Serves as the point of general first contact for the public with regard to directing inquires, releasing City communications, postings, and ensuring continuity of communication.
14. Perform other assigned tasks as directed by the City Administrator or Mayor.
15. Maintain impeccable standards of confidentiality.
16. Implements and applies adopted policies and procedures as directed by Administration.
17. Perform customer service functions by interacting with and supplying information to elected officials, department heads, external agencies and the public both in person and via technology.
18. Manage requests for public records by ensuring legal time lines are met and consultation with the City Attorney regarding legal procedures occurs as needed.
19. Attend and record meetings of the City Council and prepare meeting minutes.
20. Liaison with the City's IT and website contractor.
21. Communicate with customers or others in person or via telephone
22. Assist with problems, complaints, and customer concerns.
23. Perform routine office tasks as required
24. Coordinate Hearing Examiner cases

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge, Skills and Abilities:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understanding and interpreting RCW regulations for Washington cities pertaining to recording requirements and the Open Public Meetings Act.
- Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Web site and community communication management and best practices.
- Operation of a personal computer and associated (Microsoft & Web) software.
- Interpersonal skills using tact, patience and courtesy.
- Municipal organization, operation, programs, policies and objectives.
- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Equivalent to a Bachelor's degree from an accredited college or university is desirable

Experience:

- A minimum of five years of office/business management, with a preference for municipal experience, of which two years should include supervisory experience.

License(s) or Certificate(s):

- Valid Washington State driver's license
- Certified Municipal Clerk (CMC) Certification or obtain within three (3) years of hire date
- Notary Public License or ability to obtain within three (3) months of hire

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Mayor Signature

Employee Signature

Date

Date