



SPOKANE VALLEY CITY HALL

City Clerk

THE COMMUNITY

Spokane Valley is the eighth largest city in Washington State with a current population of over 107,000 located on the eastern border of the state in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools along with strong business and retail centers. Friendly people, natural surroundings, and beautiful weather are part of what makes our community a favorite destination.

Residents find new neighbors to be friendly, talented, and happy to help at every step. Spokane Valley continues to be the place for shopping as much as it is the place to enjoy a family event in one of our many parks. It is the home of residents who bought their first house as well as those who have discovered the amenities and unspoiled views that define the City today.

The City incorporated in 2003 and encompasses approximately 38.5 square miles of land area, with room for residential, commercial and industrial expansion. Spokane Valley has become a diverse and multifaceted modern City striving to balance both reverence for the natural landscape and view growth through the lens of sustainability. Spokane Valley's history is filled with people who shared a vision of the community unlike others and the City continues to welcome new residents and visitors alike. It also supports the businesses that serve and entertain people from across the region to enjoy sports, boating, camping, and year-round events. The City provides opportunities for a better life, along with the promise of something more.

THE ORGANIZATION

The City operates under a Council-Manager form of government. The seven-member City Council is elected at large, and members serve staggered four-year terms. The City Council elects a Mayor from the Council to serve two-year terms. The City employs just over 105 FTEs across nine departments. The City Clerk reports to the City Manager.



THE POSITION

The City Clerk oversees the preparation, publication, and filing of legal notices such as public hearings, special Council meetings, advertisements for bids, summary ordinance publications, etc. in accordance with established procedures and legal requirements. This position serves as the custodian of official City records and public documents. This position oversees the records management program for the City assuring compliance with legal requirements for all City records concerning retention and destruction.

Prepares and maintains proclamations, ordinances and resolutions. Oversees the codification of amendments into the municipal code, both online and hard copy. Also provides professional communications support and guidance to other City departments, the City Manager and to City Council.

Prepares agendas for City Council meetings. Reviews items and supporting documentation from each department for the City Council Agenda packets to ensure they are historically and grammatically accurate and properly prepared prior to final review by the City Manager; ensures the Council packet materials are complete. Serves as the Council meeting parliamentarian.

Trains City staff on the Public Records Act, Open Public Meeting Act, use of Laserfiche repository and general document management and retention.

THE POSITION

The City Clerk works directly with The City Manager, Department Heads, Mayor and Council and provides key support and assistance to City staff in implementation of the City's record retention and regulations. This position works with all City departments and has considerable contact with State and County agencies, elected officials and the general public.

THE IDEAL CANDIDATE

The City of Spokane Valley is seeking a well-rounded City Clerk. The ideal candidate has demonstrated experience with legal notices, documents and records preparation and management, staff training, public interaction and public records, interactions with council and attending council meetings, elections of council members, and service as a notary public. The position requires an individual with excellent oral and written communication skills who is accessible, adaptable, and an active listener.

The successful candidate is resourceful and solution oriented, while keeping a customer service mindset. The candidate will have the ability to manage multiple projects, develop improvements in policies and procedures and recommend goals, objectives, and practices.

Spokane Valley has established a strong work culture of high performance through programs that have made Spokane Valley unique inservice delivery. In keeping with this framework, the ideal candidate will share our culture and continue our history of reflecting the values of the community.

A key value of the City is customer service. This position requires considerable knowledge, ability, and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar, and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.



QUALIFICATIONS

The City Clerk requires graduation from a four-year college or university with a degree in records management, public administration, business management or a closely related field; and minimum of five (5) years of local government experience. An equivalent combination of related education and experience may be considered.

Qualified candidates will have experience in modern and complex principles and practices of public administration, extensive knowledge of office practices and procedures, thorough knowledge of modern records and management techniques, including legal requirements for recording, retention and disclosure.

The City Clerk will have the ability to communicate effectively, orally and in writing, with employees, officials of the public, other governmental agency representatives, City officials and the general public.



COMPENSATION

The annual salary for the City Clerk is dependent on the qualifications of the candidate selected. The full salary range is in Grade 16 and is \$6,531 to \$9,887 per month.

The City also offers a generous benefits package including:

Health Benefits (medical/dental) – The City offers both PPO and HMO medical insurance plans through the Association of Washington Cities. The City covers the majority of medical premiums with an employee cost share. Dental, Vision, Long-Term Disability, Life, and HRA plans are also provided.

Retirement Benefits – The City covers employees through the State of Washington Department of Retirement Services PERS with two plan options.

FICA Replacement – The City does not participate in Social Security, rather it offers a 401A FICA replacement plan where the City and employee contribute the same amount as Social Security (6.2%).

Leave Accrual – The City offers generous vacation and sick leave plans and a compressed work schedule option.

Holidays – The City provides 11 paid holidays per year.

TO APPLY

If you are interested in this outstanding opportunity, please submit a complete City application, résumé, cover letter, and list of five work-related references (name and phone number) through the City's [online application system](#).

APPLICATION DEADLINE:

Apply Immediately. Posted April 14, 2023. First review of submitted applications will be after May 5, 2023.

Application materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews. If you have any questions, please do not hesitate to contact our Human Resources Office at: 509-720-5251.

