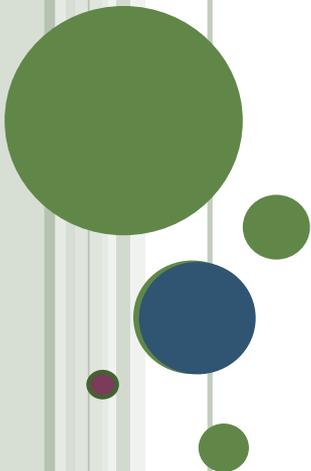




# **2017-2018 BUDGET PRESENTATION: PART II**

## **OCTOBER 11, 2016: COMPENSATION ANALYSIS**





# COMPENSATION – IT’S NOT JUST PAY!

# AN ORGANIZATION'S HUMAN RESOURCES PHILOSOPHY AND STRATEGY GUIDES IT IN MAKING EFFECTIVE BUSINESS DECISIONS.

## **An HR Strategy often includes:**

- *Staffing/recruiting strategy*
- *Labor & employee relations strategy*
- *Total rewards strategy*



# TONIGHT WE'RE GOING TO TALK ABOUT COMPENSATION

- Compensation is just one program that supports a “*total rewards*” philosophy and strategy.
- It must be tied to an organization’s business objectives, its life cycle, its operational needs and its financial resources.



# COMPENSATION

A compensation program must be:

- fair and transparent
- consistent and defensible
- flexible enough to support changing business needs and strategic organizational goals.



# COMPENSATION

- A successful compensation program requires regular review and maintenance - when pieces of the program get out of balance, it can affect the entire structure.



## OUR COMPENSATION PHILOSOPHY AND STRATEGY:

- ❑ The City of Mill Creek strives to achieve compensation that is both *externally competitive*, and *internally equitable*.
- ❑ We will set pay to current market levels at the beginning of the year.
- ❑ Survey data will be used to evaluate placement of jobs into our salary grades. Our pay grades will be compared to survey data using the average of our comparable cities' salary midpoints.
- ❑ Our target is .95 to 1.05 of market midpoint.



# COMPENSATION ANALYSIS

- As part of the 2017- 2018 budget planning, an extensive review of the compensation program was completed.
- The major components of the compensation analysis project were:
  - Review all job descriptions
  - Analyze all jobs
  - Validate salary structure



# REVIEW ALL JOB DESCRIPTIONS

- HR review: HR Director reviews positions to ensure the best matches to survey jobs. Goal is to get 50 to 75% of our jobs matched to survey jobs.
- Director and City Manager review.
- Review by Labor Management Team
- Presentation to Council
- Presentation to Union



## ANALYZE ALL JOBS TO DETERMINE THE NATURE AND LEVEL OF THE WORK

- Develop job families to facilitate accurate placement of similar jobs.
- Arrange jobs into a hierarchy that demonstrates where each job fits relative to other jobs (using benchmark jobs).
- When benchmark jobs are considered to be correctly placed, non-benchmark jobs are slotted into our pay structure based on relative value in comparison to other jobs within our structure.



# USE MARKET DATA TO VALIDATE SALARY STRUCTURE

- Make adjustments to our hierarchy as needed.



## UNDERSTANDING THE SURVEY DATA

- The salary data we use is from the annual Association of Washington Cities (AWC) Salary and Benefit Survey.
- The comparable cities we use were chosen from cities in Skagit, Snohomish, King, Pierce and Thurston counties, using the criteria outlined in the AFSCME collective bargaining agreement



## DESIGNATED COMPARABLE CITIES

Anacortes  
Bonney Lake  
Kenmore  
Monroe  
Mukilteo

Arlington  
Covington  
Maple Valley  
Mountlake Terrace  
Tumwater

We look for salary and job data for matching jobs within these designated comparable cities (“comps”).



## COMPARING OUR JOBS

- Using job content, match our jobs to survey jobs.
- Job matches are also qualified for how well they match the survey jobs:
  - “1” indicates that the jurisdiction’s job has substantially greater duties and responsibilities.
  - “2” indicates that the duties and responsibilities are essentially comparable.
  - “3” indicates that the jurisdiction’s job has substantially fewer/lower duties and responsibilities.



## COMPARING OUR JOBS

- Jobs with flat rate salaries, and jobs that appeared to be significantly different (outliers) were excluded from the market average.
- We also looked at union status for specific jobs.
- We focused on the grade/range placements of positions during this analysis.



# LET'S LOOK AT THE DATA



## CONCLUSIONS

- When faced with limited resources, an organization must be able to make difficult decisions about where to focus those resources.
- Over the past few years, the business needs and priorities of our city have changed. In order to maintain financial health, and drive service excellence and workplace engagement, our compensation program needs some adjustment.
- Our conclusions are driven by data, and based on HR and compensation best practices.
- Whenever possible, our suggestions and proposals take into account our commitment to keep current employees whole in terms of their compensation.



# SIGNIFICANT CHANGES

- ❑ Development of Job Classes
  - ❑ > transparency regarding job growth and opportunities
  - ❑ < individual job classifications
- ❑ Some positions re-classified:
  - ❑ Corrects prior compensation and internal equity anomalies
  - ❑ Aligns compensation with business priorities
  - ❑ Allows for career growth
  - ❑ Allows for a better distribution of actual salaries
- ❑ Some job functions combined to create full-time positions
  - ❑ Supports our commitment to keep employees whole
  - ❑ Job enrichment
  - ❑ Skill development



# IMPACT

- ❑ Additional functions covered without additional positions
  - ❑ Personnel Admin, Tourism, Code Enforcement, Community Outreach/PIO, Deputy City Clerk, dedicated Exec Assistant, Volunteer Coordination and Engineering expansion.
- ❑ Enhanced capability for service to our customers
  - ❑ Employees are cross-trained and we're better able to cover contingent needs, leaves, retirements, etc.
  - ❑ We're developing bench strength within our workforce to facilitate proactive succession planning.
  - ❑ As we broaden our employee skill base and upgrade position responsibilities we decrease the need for external resources.
  - ❑ We're building a shared commitment to the City's mission, and breaking down work silos.
- ❑ Financial Savings



Administrative Job Classification Guidelines – City of Mill Creek

Grade	Classification Title	Characteristics	Minimum Qualifications for Job
14	Administrative Specialist	Requires breadth of experience and exposure to various business environments and situations as job involves complex administrative work and generally has a strong external focus; job requires high level administrative skills, independent judgment and problem solving, collaboration and excellent communication and writing skills. Requires a high level of professional maturity as work often involves dealing with sensitive or confidential subject matters.	At least 5 years relevant & increasingly responsible professional level administrative experience that includes coordination and planning of business activities and/or processes, expertise in communications, processes, software and systems.
13	Administrative Coordinator	Complex administrative work that includes coordination and planning of business activities and/or processes; requires breadth of experience, excellent administrative skills, independent judgment, problem solving, collaboration and professional level communication and writing skills. Typically incumbent will coordinate a substantial program or body of work within a department and/or coordinate interdepartmental activities & processes.	At least 4 years of responsible level administrative experience with exposure to various business environments and excellent knowledge of business software and systems.
11	Administrative Assistant	Administrative type of work that requires excellent communication and writing skills; work processes are generally well defined, but problem solving and independent decision making is required at this level. Administrative work is characterized by organizing, recordkeeping, research and tracking duties requiring a high level of accuracy and attention to detail.	At least 3 years administrative, office or clerical experience and 2+ years customer service experience.
9	Senior Customer Service Representative	Excellent interpersonal skills required in order to manage moderately complex types of customer needs and requests. Administrative work involves recordkeeping, documentation, research and tracking duties requiring accuracy and attention to detail.	At least 1 year of administrative, office or clerical experience and 2+ years customer service experience.
6	Customer Service Representative	Administrative type of work that involves varied clerical and customer service oriented duties of limited scope.	Customer service experience required, preferably dealing with the public.

Admin Job Series (7-2016)

Note: Specified minimum requirements may be met by an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job successfully. Related work experience and education may be substituted at a reasonable ratio when appropriate. **Consult with HR to determine this at the beginning of recruitment efforts.** For example: 2 years of relevant experience may be substituted for 1 year of formalized education, or vice versa.

Example:

Requirements: Bachelors in HR + 5 years of directly related experience.

Equivalent might be: Certification in HR (PHR) and 7 years experience, or 10 years as an HR generalist in increasingly responsible positions, etc. Use the standard for all job applicants.

Internal applicants may be given preference, if appropriate.

\*\* Interns or volunteers would most likely be performing only specific tasks or pieces of this entry level job. Internships are generally a training opportunity for the employee and if paid, they would fall within a lower grade. If the position is a specialized professional level internship (such as legal, engineering, management, etc.), they may be assigned a higher pay grade as appropriate.

### Engineering Job Classification Guidelines – City of Mill Creek

Grade	Classification Title	Characteristics	Minimum Qualifications for Job
21	Engineer - Senior	Licensed civil engineer; responsible for leading and managing assigned projects and overseeing contractors and consultants. Knowledge of management practices is essential as this position may supervise subordinate engineering and/or public works personnel. Job requires excellent communication, critical thinking, advanced problem solving, strong leadership and project management skills and abilities.	4 year degree in civil engineering and at least 4 years civil engineering experience including managing all aspects of complex projects. Leadership experience, decision making and/or supervision responsibilities are essential.
18	Engineer - Journey	Certified as an Engineer-in-Training. Works on routine projects, or assists with specific components of more complex projects. Job requires critical thinking, problem solving, effective decision making and project management skills. Typically reports to a Senior or Supervising Engineer.	4 year degree in civil engineering and 2 years civil engineering experience, to include some project management experience.
13	Engineering Technician	Performs basic technical engineering related tasks and associated administrative tasks, such as recordkeeping, documentation, research and tracking duties requiring accuracy and attention to detail; work processes are generally well defined, but problem solving and independent decision making is required at this level.	2 year degree in civil engineering technology and at 3 years of relevant experience.
1	Engineering Intern	Trainee position. May be paid or volunteer.	Graduation from an accredited educational program in civil engineering. No work experience required.

Engineering Job Series (9-2016)

Note: Certain minimum requirements may be met by an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job successfully. Related work experience and education may be substituted at a reasonable ratio when appropriate. **Consult with HR to determine this at the beginning of recruitment efforts.** For example: 2 years of relevant experience may be substituted for 1 year of formalized education, or vice versa.

Certification and/or licensure requirements generally are not subject to substitution.

Example:

Requirements: Bachelors in HR + 5 years of directly related experience.

Equivalent might be: Certification in HR (PHR) and 7 years experience, or 10 years as an HR generalist in increasingly responsible positions, etc. Use the standard for all job applicants.

Internal applicants may be given preference, if appropriate.

\*\* Interns or volunteers would most likely be performing only specific tasks or pieces of this entry level job. Internships are generally a training opportunity for the employee and if paid, they would fall within a lower grade. If the position is a specialized professional level internship (such as legal, engineering, management, etc.), they may be assigned a higher pay grade as appropriate.

## Finance/Accounting Professional Job Classification Guidelines – City of Mill Creek

Grade	Classification Title	Characteristics	Minimum Qualifications for Job
18	Senior Accountant	Performs complex accounting activities requiring full professional competency. Responsible for analysis and audit of financial records for compliance with organizational policies, procedures and legal requirements. Recommends and develops financial systems and processes; prepares complex reports and documents for major financial/budget related projects. May supervise lower-level accounting employees. Excellent communication, presentation and leadership skills are required.	4 year degree in accounting or finance and 4 years of professional level accounting or related experience.
15	Accountant	Performs moderately complex accounting activities requiring a substantial knowledge of accounting operations and procedures. Work focuses on daily financial operations of the organization, such as preparation and maintenance of financial data, information and reports. Requires a high level of critical thinking and problem solving and excellent accuracy and attention to detail.	4 year degree in accounting or finance and 2 years of professional level accounting or related experience.
12	Accounting Technician	Accounting/financial/technical type of work that is characterized by advanced level bookkeeping and records maintenance duties. Requires journey level skills in one or more areas of the accounting function (accounts payable, accounts receivable, purchasing, payroll, etc.) and general accounting knowledge sufficient to assist in various areas of the finance function. Work processes are generally well defined, but problem solving and independent decision making is required at this level, along with a high level of accuracy and attention to detail. May assist with training and overseeing lower level departmental personnel.	2 years of basic accounting education and at least 3 years accounting, bookkeeping, or other related experience.
11	Accounting Assistant	Performs basic posting, filing, calculating and records maintenance duties. May assist in the preparation of reports and documents, or support a limited section of the accounting function. Duties are well defined within established departmental procedures and require accuracy and attention to detail.	High school diploma and at least 1 year of administrative or technical experience, preferably in an accounting environment.

Finance Job Series (9-2016)

Note: Specified minimum requirements may be met by an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job successfully. Related work experience and education may be substituted at a reasonable ratio when appropriate. **Consult with HR to determine this at the beginning of recruitment efforts.** For example: 2 years of relevant experience may be substituted for 1 year of formalized education, or vice versa.

Example:

Requirements: 4 year degree in accounting + 2 years of directly related experience.

Equivalent might be: 2 year degree in accounting and 5 years of business accounting experience. Use the standard for all job applicants.

Internal applicants may be given preference, if appropriate.

\*\* Interns or volunteers would most likely be performing only specific tasks or pieces of this entry level job. Internships are generally a training opportunity for the employee and if paid, they would fall within a lower grade. If the position is a specialized professional level internship (such as legal, engineering, management, etc.), they may be assigned a higher pay grade as appropriate.

### Maintenance Job Classification Guidelines – City of Mill Creek

Grade	Classification Title	Characteristics	Minimum Qualifications for Job
12	Maintenance Worker II	Performs the more complex troubleshooting, installation, repair and maintenance work of the streets/roads or parks divisions, requiring the application of considerable knowledge of departmental equipment, facilities and operations. May train and oversee the work of less senior maintenance personnel. Good communication and organizational skills required.	At least 3 years of experience in parks/facilities maintenance and proficiency with power tools and maintenance equipment and vehicles.
9	Maintenance Worker I	Under the direction of supervisor or senior maintenance personnel, performs manual labor work in the streets/roads, facilities, or parks divisions requiring some experience with building, road and park maintenance functions and operation of power tools, vehicles and light duty equipment. Set up and break-down of work zone and traffic signage and barriers and event set-up as assigned.	At least 1 year of experience in facility and park maintenance.
1	Laborer	Under the close direction of more senior maintenance personnel, performs routine manual labor tasks such as cleaning and maintenance of City parks and streets.	No experience required.

Maintenance Job Series (9-2016)

Note: Specified minimum requirements may be met by an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job successfully. Related work experience and education may be substituted at a reasonable ratio when appropriate. **Consult with HR to determine this at the beginning of recruitment efforts.** For example: 2 years of relevant experience may be substituted for 1 year of formalized education, or vice versa.

Example:

Requirements: Bachelors in HR + 5 years of directly related experience.

Equivalent might be: Certification in HR (PHR) and 7 years experience, or 10 years as an HR generalist in increasingly responsible positions, etc. Use the standard for all job applicants.

Internal applicants may be given preference, if appropriate.

\*\* Interns or volunteers would most likely be performing only specific tasks or pieces of this entry level job. Internships are generally a training opportunity for the employee and if paid, they would fall within a lower grade. If the position is a specialized professional level internship (such as legal, engineering, management, etc.), they may be assigned a higher pay grade as appropriate.

### Management Job Classification Guidelines – City of Mill Creek

Grade	Classification Title	Characteristics	Minimum Qualifications
Varies	Director	Manages a large functional area of the organization, or an organization-wide functional area of critical importance. Typically reports directly to the City Manager (some directors are responsible for multiple functional/operational areas within the organization, and may have subordinate directors reporting to their position). Directors primarily focus on strategic direction within their area of responsibility in order to support organizational goals.	Varies by position; generally requires a relevant educational degree and increasingly responsible professional experience, including at least 5 years of management experience.
Varies	Manager	Responsible for managing people and/or programs within a singular or smaller functional area of the organization. Typically report to a director.	Varies; generally requires at least 5 years of relevant professional experience, including some management experience.
Varies	Supervisor	Primary responsibility is to supervise people and daily operational processes; typically reports to a manager or director.	Varies; generally requires at least 3 years of work experience within the department or functional area and some leadership experience.
Varies	Exempt Professional	Complex administrative or technical type of work requiring a specialized knowledge, education or expertise. Job requires excellent judgement, critical thinking and problem solving skills and experience; job often involves training, mentoring or overseeing other employees. Job duties typically fall into an exempt classification.	Varies; generally requires specific job related education and at least 2 years directly related experience.

Management Job Series (7-2016)

Note: Specified minimum requirements may be met by an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job successfully. Related work experience and education may be substituted at a reasonable ratio when appropriate. **Consult with HR to determine this at the beginning of recruitment efforts.** For example: 2 years of relevant experience may be substituted for 1 year of formalized education, or vice versa.

Example:

Requirements: Bachelors in HR + 5 years of directly related experience.

Equivalent might be: Certification in HR (PHR) and 7 years experience, or 10 years as an HR generalist in increasingly responsible positions, etc. Use the standard for all job applicants.

Internal applicants may be given preference, if appropriate.

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Management Job Series (7-2016)

City of Mill Creek										Job Classification	Positions - recommended placement
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(if applicable)	
27	Annually	100,800	104,832	109,025	113,386	117,922	122,639	127,544	132,646	Director	Finance Director, Police Chief
	Hourly	48.46	50.40	52.42	54.51	56.69	58.96	61.32	63.77		
	Monthly	8,400	8,736	9,085	9,449	9,827	10,220	10,629	11,054		
26	Annually	96,000	99,840	103,834	107,987	112,306	116,799	121,471	126,329	Director	CED Director, PW Director
	Hourly	46.15	48.00	49.92	51.92	53.99	56.15	58.40	60.74		
	Monthly	8,000	8,320	8,653	8,999	9,359	9,733	10,123	10,527		
25	Annually	91,428	95,085	98,889	102,844	106,958	111,236	115,686	120,313	Manager	Deputy Chief
	Hourly	43.96	45.71	47.54	49.44	51.42	53.48	55.62	57.84		
	Monthly	7,619	7,924	8,241	8,570	8,913	9,270	9,640	10,026		
24	Annually	87,072	90,555	94,177	97,944	101,862	105,936	110,174	114,581		
	Hourly	41.86	43.54	45.28	47.09	48.97	50.93	52.97	55.09		
	Monthly	7,256	7,546	7,848	8,162	8,488	8,828	9,181	9,548		
23	Annually	82,932	86,249	89,699	93,287	97,019	100,899	104,935	109,133	Director	HR Director
	Hourly	39.87	41.47	43.12	44.85	46.64	48.51	50.45	52.47		
	Monthly	6,911	7,187	7,475	7,774	8,085	8,408	8,745	9,094		
22	Annually	78,984	82,143	85,429	88,846	92,400	96,096	99,940	103,938	Director	IT Director
	Hourly	37.97	39.49	41.07	42.71	44.42	46.20	48.05	49.97		
	Monthly	6,582	6,845	7,119	7,404	7,700	8,008	8,328	8,661		
21	Annually	75,216	78,225	81,354	84,608	87,992	91,512	95,172	98,979	Sr. Engineer	Supervising Engineer
	Hourly	36.16	37.61	39.11	40.68	42.30	44.00	45.76	47.59		
	Monthly	6,268	6,519	6,779	7,051	7,333	7,626	7,931	8,248		
20	Annually	71,640	74,506	77,486	80,585	83,809	87,161	90,647	94,273	Director	City Clerk/PIO
	Hourly	34.44	35.82	37.25	38.74	40.29	41.90	43.58	45.32	Manager	Building Official
	Monthly	5,970	6,209	6,457	6,715	6,984	7,263	7,554	7,856		
19	Annually	68,220	70,949	73,787	76,738	79,808	83,000	86,320	89,773		
	Hourly	32.80	34.11	35.47	36.89	38.37	39.90	41.50	43.16		
	Monthly	5,685	5,912	6,149	6,395	6,651	6,917	7,193	7,481		
18	Annually	64,980	67,579	70,282	73,094	76,017	79,058	82,220	85,509	Engineer	Project Engineer
	Hourly	31.24	32.49	33.79	35.14	36.55	38.01	39.53	41.11	Manager	Recreation/Tourism Manager
	Monthly	5,415	5,632	5,857	6,091	6,335	6,588	6,852	7,126	Exempt Professional	SR. Accountant, SR. Planner

City of Mill Creek										Job Classification	
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(if applicable)	Positions - recommended placement
17	Annually	61,884	64,359	66,934	69,611	72,396	75,291	78,303	81,435	Supervisor	Public Works Supervisor
	Hourly	29.75	30.94	32.18	33.47	34.81	36.20	37.65	39.15		
	Monthly	5,157	5,363	5,578	5,801	6,033	6,274	6,525	6,786		
16	Annually	58,932	61,289	63,741	66,290	68,942	71,700	74,568	77,550		
	Hourly	28.33	29.47	30.64	31.87	33.15	34.47	35.85	37.28		
	Monthly	4,911	5,107	5,312	5,524	5,745	5,975	6,214	6,463		
15	Annually	56,124	58,369	60,704	63,132	65,657	68,283	71,015	73,855	Exempt Professional	Accountant, Planner
	Hourly	26.98	28.06	29.18	30.35	31.57	32.83	34.14	35.51		
	Monthly	4,677	4,864	5,059	5,261	5,471	5,690	5,918	6,155		
14	Annually	53,460	55,598	57,822	60,135	62,541	65,042	67,644	70,350	Admin. Specialist	Deputy City Clerk, Executive Assistant Building/ROW Inspector, Engineering Tech. Surfact Water Tech.
	Hourly	25.70	26.73	27.80	28.91	30.07	31.27	32.52	33.82		
	Monthly	4,455	4,633	4,819	5,011	5,212	5,420	5,637	5,862		
13	Annually	50,916	52,953	55,071	57,274	59,565	61,947	64,425	67,002	Admin. Coordinator Admin. Coordinator N/A	Administrative Coordinator: Police, CED Recreation/Tourism Coord.; Code Compliance Coord. PSO, Code Enforcement Officer
	Hourly	24.48	25.46	26.48	27.54	28.64	29.78	30.97	32.21		
	Monthly	4,243	4,413	4,589	4,773	4,964	5,162	5,369	5,583		
12	Annually	48,492	50,432	52,449	54,547	56,729	58,998	61,358	63,812	Technician Maintenance Worker - Sr.	Accounting Technician Maintenance Worker 2
	Hourly	23.31	24.25	25.22	26.22	27.27	28.36	29.50	30.68		
	Monthly	4,041	4,203	4,371	4,546	4,727	4,916	5,113	5,318		
11	Annually	46,176	48,023	49,944	51,942	54,019	56,180	58,427	60,764	Admin. Assistant Admin. Assistant	Administrative Assistant: PD, PW Permit Technician
	Hourly	22.20	23.09	24.01	24.97	25.97	27.01	28.09	29.21		
	Monthly	3,848	4,002	4,162	4,328	4,502	4,682	4,869	5,064		
10	Annually	43,980	45,739	47,569	49,472	51,450	53,508	55,649	57,875		
	Hourly	21.14	21.99	22.87	23.78	24.74	25.73	26.75	27.82		
	Monthly	3,665	3,812	3,964	4,123	4,288	4,459	4,637	4,823		
9	Annually	41,880	43,555	45,297	47,109	48,994	50,953	52,992	55,111	Sr. Customer Service Rep. Maintenance Worker	Police Records Technician: Sr. Passport Tech. Maintenance Worker 1
	Hourly	20.13	20.94	21.78	22.65	23.55	24.50	25.48	26.50		
	Monthly	3,490	3,630	3,775	3,926	4,083	4,246	4,416	4,593		
8	Annually	39,888	41,484	43,143	44,869	46,663	48,530	50,471	52,490		
	Hourly	19.18	19.94	20.74	21.57	22.43	23.33	24.26	25.24		
	Monthly	3,324	3,457	3,595	3,739	3,889	4,044	4,206	4,374		

City of Mill Creek										Job Classification	
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(if applicable)	Positions - recommended placement
7	Annually	37,992	39,512	41,092	42,736	44,445	46,223	48,072	49,995		
	Hourly	18.27	19.00	19.76	20.55	21.37	22.22	23.11	24.04		
	Monthly	3,166	3,293	3,424	3,561	3,704	3,852	4,006	4,166		
6	Annually	36,180	37,627	39,132	40,698	42,325	44,019	45,779	47,610	Customer Service Rep.	Passport Technician
	Hourly	17.39	18.09	18.81	19.57	20.35	21.16	22.01	22.89		
	Monthly	3,015	3,136	3,261	3,391	3,527	3,668	3,815	3,968		
5	Annually	34,464	35,843	37,276	38,767	40,318	41,931	43,608	45,352		
	Hourly	16.57	17.23	17.92	18.64	19.38	20.16	20.97	21.80		
	Monthly	2,872	2,987	3,106	3,231	3,360	3,494	3,634	3,779		
4	Annually	32,820	34,133	35,498	36,918	38,395	39,931	41,528	43,189	N/A	Preschool Instructor - Lead
	Hourly	15.78	16.41	17.07	17.75	18.46	19.20	19.97	20.76		
	Monthly	2,735	2,844	2,958	3,077	3,200	3,328	3,461	3,599		
3	Annually	31,260	32,510	33,811	35,163	36,570	38,033	39,554	41,136		
	Hourly	15.03	15.63	16.26	16.91	17.58	18.28	19.02	19.78		
	Monthly	2,605	2,709	2,818	2,930	3,047	3,169	3,296	3,428		
2	Annually	29,772	30,963	32,201	33,489	34,829	36,222	37,671	39,178		
	Hourly	14.31	14.89	15.48	16.10	16.74	17.41	18.11	18.84		
	Monthly	2,481	2,580	2,683	2,791	2,902	3,019	3,139	3,265		
1	Annually	28,344	29,478	30,657	31,883	33,158	34,485	35,864	37,299	Laborer	Maintenance Aide
	Hourly	13.63	14.17	14.74	15.33	15.94	16.58	17.24	17.93	N/A	Preschool Assistant
	Monthly	2,362	2,456	2,555	2,657	2,763	2,874	2,989	3,108		Intern

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Accountant	<b>JOB CLASSIFICATION:</b>	Accountant
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>SALARY GRADE:</b>	15	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

**GENERAL DESCRIPTION:**

Performs a wide range of accounting and finance duties of moderate complexity. Prepares, processes, maintains, balances and posts financial and payroll data. Uses professional judgment to apply and interpret applicable accounting standards in the performance of regular operational accounting duties within the Finance Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintain general ledger accounting system, analyze and reconcile accounts and prepare journal entries.
2. Perform month end and year end close procedures and assist with preparation of the City's annual financial report in a timely manner.
3. Maintain schedules for major accounting processes, such as long-term debt, mitigation, equipment replacement and fixed assets.
4. Maintain timely and accurate reconciliation of bank statements and other regulatory and tax filings. Perform detail review of A/P and payroll.
5. Process payroll and maintain employee records and pay documentation. Prepare ACH checks, wires and transmit to banking institutions and payroll vendors. Process changes, corrections, taxes and deductions.
6. Administer benefit and leave programs in an automated payroll/HR system. Research and respond to inquiries regarding pay, benefits, leave and retirement programs from employees and/or outside agencies.
7. Participate in leave coordination, tracking, monitoring and return to work process for the City; process industrial accident (L & I) claim forms and coordinate activities with AWC Retro Program staff. Provide information and data reports related to leave management. Process employee separations and unemployment claims.
8. Prepare accounts receivable invoices, maintain billing system and oversee collections and rebilling; open and log incoming mailed checks.
9. Prepare monthly, annual and quarterly reports to ensure compliance with governmental requirements.
10. Research, analyze and interpret complex issues and technical information, make logical conclusions based on analysis and utilize information to independently make recommendations, formulate judgments and initiate/complete action.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Knowledge of:

- The principles, practices and techniques of governmental accounting.
- Bookkeeping and budgeting principles related to municipal organizations.
- Operation of personal computers, automated accounting systems and payroll system.
- Applicable state and federal rules/regulations relating to the City's financial operations.
- Microsoft Office including advanced Excel skills.
- Internal control standards.
- Employment law and typical HR programs and processes.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use independent, professional judgment to interpret laws and regulations, assure accounting procedure and practices compliance, make sound recommendations and/or implement appropriate accounting mechanisms.
- Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint and Access to perform financial information and analyses.
- Use, understand, assess and implement complex automated financial information systems.
- Accurately assess financial system needs and implement procedures for efficient financial management.
- Prepare clear, concise and comprehensive financial, statistical and narrative reports.
- Perform complex financial, statistical, budgetary and cost analyses.
- Perform internal control checks.
- Understand, interpret and apply legal and financial documents, rules, and regulations.
- Perform a variety of mathematical and statistical calculations quickly and accurately.
- Maintain sustained attention to detail and work under the pressure of deadlines.
- Communicate detailed accounting information clearly and concisely.
- Work independently from general instructions and broad work expectations.
- Organize work for maximum efficiency.
- Participate as a contributing member of a team.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.
- Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, vendors and the general public.

## MINIMUM REQUIREMENTS:

### Experience and Education/Training:

- 4 year degree in accounting, finance or related field of study, plus two years of professional level accounting experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

## PREFERRED QUALIFICATIONS:

- At least 2 years municipal/governmental experience strongly preferred.
- At least 2 years experience processing payroll in an automated system.
- Knowledge of benefits, leave and retirement programs and processes.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

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**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Accounting Technician	<b>JOB CLASSIFICATION:</b>	Accounting Technician
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>SALARY GRADE:</b>	12	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs a variety of moderately complex accounting activities under only general direction. Maintain financial transactions and records associated with cash receipts, revenues and accounts payable. Serves as the primary purchasing contact for the City.

**ESSENTIAL JOB FUNCTIONS:**

1. Process the City's accounts payable. Verify invoices and employee expense reimbursements for proper approval, vendor information, BARS coding and supporting documentation prior to payment. Generate checks and all related and required accounts payable reports.
2. Oversee city-wide cash receipting function, train personnel on receipting procedures as needed and ensure adherence to internal controls.
3. Provide support to all City departments in obtaining pricing information and purchasing needed materials, supplies, vehicles, office equipment, etc., in compliance with City and state regulations.
4. Perform a variety of purchasing functions. Review purchase requests and work with staff to develop/clarify specifications and requirements. Analyze price proposals and other data to ensure reasonable pricing. Purchase equipment, materials, supplies and services. Monitor and evaluate contract compliance as necessary.
5. Assist in preparing and monitoring the City's annual budget and budget book.
6. Reconcile daily cash activities, revenue reports and bank deposit records.
7. Assist in preparing for the annual state audit and assist the state auditor during audits.
8. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Generally accepted accounting principles and practices including knowledge of double entry and accrual accounting.
- Municipal accounting principles and practices, including State of Washington BARS.
- Accepted purchasing, contracting and bidding practices, procedures and state regulations.
- Basic accounts payable practices.
- General office practices, procedures and equipment.

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- Financial software applications.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Apply accounting principles to prepare financial reports and maintain detailed account records.
- Apply bookkeeping and accounting principles to municipal organizations in accordance with BARS.
- Compile, analyze and interpret complex financial data.
- Operate a variety of computer applications, such as word processing, spreadsheet, data base, and specialized accounting applications; use office equipment such as personal computers, fax, photocopier and 10-key.
- Maintain accurate records and accounts; maintain confidentiality of related records.
- Organize, prioritize and perform work assignments to meet deadlines with minimal supervision.
- Communicate effectively, both orally and in writing, and provide excellent customer service to employees.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.
- Adjust to new, different or changing requirements and maintain composure under pressure.
- Recommend and initiate new approaches, policies and procedures to ensure continuous improvements in both City and employee programs and services.
- Establish and maintain effective working relationships with co-workers, elected officials, vendors, staff at other agencies and the general public.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Two years of basic accounting education and three years of related experience that includes bookkeeping, accounting, purchasing responsibilities and dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Must be bondable

**Preferred:**

- One year of municipal experience to include knowledge of the BARS system, accounts payable and purchasing procedures.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Admin Coordinator - CED	<b>JOB CLASSIFICATION:</b>	Administrative Coordinator
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Comm/Economic Development Director
<b>SALARY GRADE:</b>	13	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Perform complex administrative work that is characterized by coordination of a substantial body of work within a department or multiple departments. Assigned responsibilities call for breadth of administrative experience and exposure to various business environments and situations. Responsibilities entail problem solving and independent decision making related to the department/work areas that the coordinator is supporting. Assigned duties call for a high level of professional maturity in business situations as work often involves dealing with sensitive or confidential subject matter.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide administrative support to the Community and Economic Development Director and other executive positions as assigned.
2. Coordinate and monitor weekly work schedule for department; organize schedules, meetings, resources, etc., as related to assigned projects; ensure that projects meet mandated deadlines.
3. Research issues on a variety of specialized topics as assigned and collect, compile and review information from various sources; participate in the preparation of reports that present data, identify alternatives, and make and justify recommendations and resolve issues as necessary.
4. Design, write, edit, proofread and publish informational and marketing materials, presentations, official correspondence, reports, flyers and brochures, etc.
5. Evaluate and process tree removal permits for the City. Issue or deny permits as appropriate. May act as project manager for landscape review application to the Design Review Board.
6. Track departmental expenses and revenues and report to the director; track and monitor consultant invoices and process as appropriate.
7. Prepare, assemble and distribute agenda packets for meetings of City boards and commissions; take and transcribe meeting minutes.
8. Research issues and/or complaints from customers or stakeholders and address or follow up as appropriate.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Knowledge of or training in permitting/project software.
- Principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Municipal services, policies and procedures.
- Experience in project coordination.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Perform basic mathematical functions.
- Compile data from a variety of sources and prepare summary reports, including statistical calculations and tabulations.
- Work independently, prioritize work and meet deadlines.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials and the public.
- Comprehend and articulate the building-related code requirements.
- Maintain confidentiality and deal with sensitive information.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- High school diploma or GED, plus a minimum of five years of executive level administrative support experience in a Planning Department, along with college level coursework in the field of urban planning, horticulture, and/or landscape architecture/design, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Must possess a valid Washington State driver's license and an insurable driving record, or ability to obtain them within three months of hire.

**Preferred:**

- Experience in community and economic development and/or planning preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Admin Coordinator – Police	<b>JOB CLASSIFICATION:</b> Administrative Coordinator
<b>DEPARTMENT:</b> Police	<b>REPORTS TO:</b> Deputy Chief of Police
<b>SALARY GRADE:</b> 13	<b>FLSA EXEMPT:</b> No
<b>REPRESENTATION:</b> AFSCME	<b>Approvals: CM:</b> _____ <b>date:</b> _____
	<b>Approvals: HR:</b> _____ <b>date:</b> _____

**GENERAL DESCRIPTION:**

Perform complex administrative work that is characterized by coordination of a substantial body of work within a department or multiple departments. Assigned responsibilities call for breadth of administrative experience and exposure to various business environments and situations. Responsibilities entail problem solving and independent decision making related to the department/work areas that the coordinator is supporting. Assigned duties call for a high level of professional maturity in business situations as work often involves dealing with sensitive or confidential subject matter.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinate the property and evidence function of the police department. Administer records and property room policies and procedures; assist at major crime scenes with collection and cataloging of evidence.
2. Oversee the activities and personnel of the police Records division. Provide day to day support and/or management of workflow or business processes within the department. Ensure compliance with legal or program requirements.
3. In coordination with the Deputy Chief and Police Chief, manage employee performance by providing training, guidance and oversight for department personnel; assist with employee evaluation activities; provide back-up for those positions as needed.
4. Establish short term goals and priorities for police records and property divisions.
5. Monitor and evaluate the effectiveness of service delivery methods and procedures; recommend and implement changes/improvements as needed; make recommendations for cost savings.
6. Communicate with other City departments, various law enforcement agencies and other organizations in order to coordinate activities and exchange information.
7. Research issues and/or complaints from customers or stakeholders and address or follow-up as appropriate.
8. Research a variety of specialized topics and compile and communicate information from various sources; prepare routine and ad-hoc reports as needed.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills/Knowledge:**

- Independent judgment, problem solving, collaboration, prioritization and good communication skills.
- Excellent writing skills; knowledge of principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.

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- Report preparation and data compilation including statistical and mathematical calculations and tabulations.
- Municipal services, policies and procedures, along with City, state, and federal laws related to the collection, storage, and dissemination of police department and criminal history information; records management, retention, destruction and public disclosure laws.
- Office equipment and common computer programs.
- Methods and techniques used in handling, processing and preserving physical evidence.
- Records Management System (RMS) and Computer Aided Dispatch (CAD).
- Firearms laws as they relate to purchase and possession; traffic violations bureau mandates.

#### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Perform administrative tasks with a high level of accuracy and attention to detail.
- Communicate professionally and effectively, both orally and in writing. Compose routine and complex business correspondence. Edit letters, memos, technical reports and other documents.
- Provide leadership, mentoring, training and guidance to less experienced staff; effectively communicate and motivate staff.
- Collaborate in order to support critical work objectives within various work groups. Establish and maintain effective working relationships with co-workers, management, elected officials and the public.
- Work independently, prioritize work and meet deadlines.
- Maintain confidentiality and deal with sensitive information.
- Interact with tact, patience, and courtesy.
- Operate a City vehicle and drive to other property rooms to secure and pick up property/evidence for further disposition.
- Problem-solve and work with little or no supervision; make independent decisions based on City and department policies/procedures and state and federal laws.
- Work effectively on several projects concurrently; prioritize and meet deadlines.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases, such as ACCESS, WACIC/NCIC, DOL, NICS (National Instant Criminal Background Check System), (Judicial Information System) and LINX (Law Enforcement Information Exchange).
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### **MINIMUM REQUIREMENTS:**

##### **Experience and Education / Training:**

- High school diploma or GED and five years relevant experience working in a police department, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

##### **Licenses/Certifications:**

- Must possess a valid Washington State driver's license and an insurable driving record, or ability to obtain them within one month of hire.
- Must possess a certificate of completion of Property and Evidence Room Management from the Washington State Criminal Justice Training Commission or the ability to successfully complete the course within the first twelve (12) months after appointment.
- CJTC Law Enforcement Records management course within the first twelve months after appointment.
- ACCESS Level II certified or obtain certification within six months of hire.

##### **Additional requirements (if any):**

- Must be able to pass a criminal background investigation and polygraph and psychological examinations.

#### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles. Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

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**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Administrative Assistant - PD	<b>JOB CLASSIFICATION:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Police Department	<b>REPORTS TO:</b>	Police Chief
<b>SALARY GRADE:</b>	11	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs diverse and responsible administrative, clerical and customer support duties for the Police Department. Responsibilities may include data gathering, recordkeeping, documentation, research and tracking duties which require a high level of accuracy and attention to detail.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide direct administrative support for the Chief of Police; provide day to day support for departmental staff.
2. Coordinate pre-employment activities related to PD recruiting. This includes but is not limited to managing communications and correspondence with applicants; scheduling oral boards and interviews; and ensuring communication and coordination of activities with Human Resources as needed.
3. Provide administrative support for PD training programs and initiatives as assigned. Work with supervisors to keep required staff training, licensure or certification current. Maintain department specific training records.
4. Maintain a variety of printed, published and electronic information for the department and organization.
5. Assist with special projects as assigned; support ongoing projects through communication, outreach, research and compiling information, statistics and reports as requested.
6. Prepare and distribute routine reports, correspondence and informational materials.
7. Keep files and records, review and edit printed information, mail and distribute departmental or organizational materials and accept registration materials and payments.
8. Support operations and processes of departments or work units. Manage resources and supplies as needed and upon request.
9. Provide back-up for other administrative positions as needed.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed. Assigned duties will fall into the general category and level of responsibility described above.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Specific skills or experience may be required depending on the department or work area the employee is assigned to. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Skills/Knowledge:

- Professional level administrative skills.
- Excellent communication and writing skills.
- Knowledge of principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization.
- Report preparation, data compilation including statistical calculations and tabulations and basic mathematical functions.
- Municipal services, policies and procedures.
- Office equipment, telephone systems, computer programs and software.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks.
- Perform administrative tasks that require a high level of accuracy and attention to detail.
- Communicate professionally and effectively, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and the public.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Compose general business correspondence, announcements, presentations and publications.
- Operate a variety of computer software applications, including Outlook, MS Office, spreadsheets and databases.
- Use telephone with multiple lines - route calls to appropriate person, take messages and answer questions.
- Work independently, prioritize work and meet deadlines.
- Maintain confidentiality and deal with sensitive information.
- Make timely and appropriate decisions in the scope of assigned work.
- Provide a high level of customer service to both internal and external customers.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### Experience and Education/Training:

- High school diploma or GED, and at least 3 years administrative, office or clerical experience and 2+ years customer service experience, preferably dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

### Licenses/Certifications required:

### PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Administrative Assistant - PW	<b>JOB CLASSIFICATION:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Director of Public Works
<b>SALARY GRADE:</b>	11	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Performs diverse and responsible administrative, clerical and customer support duties for the Public Works, CED and Recreation departments. Responsibilities may include data gathering, recordkeeping, documentation, research and tracking duties which require a high level of accuracy and attention to detail.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide day to day administrative support for departmental staff.
2. Perform customer service and receptionist duties; greet customers and provide guidance and information as appropriate. Respond to questions and requests for information from the public and others.
3. Gather, compile and analyze data as assigned; prepare and distribute routine reports, correspondence and informational materials.
4. Operate computers, office machines, telephone systems and various software programs and applications.
5. Keep files and records, review and edit printed information, mail and distribute departmental or organizational materials, accept registration materials and payments.
6. Support operations and processes of departments or work units. Manage resources and supplies as needed and upon request.
7. Assist with special projects as assigned.
8. Provide back-up for other administrative positions as needed.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed. Assigned duties will fall into the general category and level of responsibility described above.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Specific skills or experience may be required depending on the department or work area the employee is assigned to. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills/Knowledge:**

- Professional level administrative skills.
- Excellent communication and writing skills.
- Knowledge of principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization.
- Report preparation; data compilation including statistical calculations and tabulations. Basic mathematical functions.

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- Municipal services, policies and procedures.
- Office equipment, computer programs and software.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks.
- Perform administrative tasks that require a high level of accuracy and attention to detail.
- Communicate professionally and effectively, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and the public.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Compose general business correspondence, announcements, presentations and publications.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Use telephone with multiple lines, route calls to appropriate person, take messages and answer questions.
- Work independently, prioritize work and meet deadlines.
- Maintain confidentiality and deal with sensitive information.
- Make timely and appropriate decisions in the scope of assigned work.
- Provide a high level of customer service to both internal and external customers.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- High school diploma or GED, and at least 3 years administrative, office or clerical experience, and 2+ years customer service experience, preferably dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Building Official	<b>JOB CLASSIFICATION:</b>	Manager
<b>DEPARTMENT:</b>	Community and Economic Development	<b>REPORTS TO:</b>	Director of Comm/Economic Development
<b>SALARY GRADE:</b>	20	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Manages the Building Division within the Department of Community & Economic Development and performs functions related to building permit applications, examination of building plans, inspection of building construction within the City and administration of the City's building code.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage Building Division staff and the processing of building permits, including application review and issuance of certificates of occupancy.
2. Provide information/technical assistance regarding building codes and ordinances to the public.
3. Perform inspections of residential and commercial buildings in the process of construction, alteration or repair for compliance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to safety, health and welfare of the public.
4. Review building plans for code compliance; inspect, approve, disapprove and write correction notices, issue stop work notices and perform other functions to ensure that each aspect of building construction, alteration or repair complies with applicable codes, regulations and approved building plans.
5. Examine buildings and plans of all types to determine compliance with the structural and non-structural provisions of the building code, the zoning code and other related regulations.
6. Provide written and verbal information on code interpretation, occupancy policy and recommendations.
7. Coordinate, interpret and execute policies and methods relating to building and building plan examination for building detail. Recommend changes to policies and procedures as required.
8. Attend preconstruction meetings with contractors, owners, architects and other City personnel.
9. Explain and interpret all applicable codes to architects, engineers, building contractors or others that have a need to know. Suggest design changes as necessary to achieve compliance.
10. Coordinate inspections and recommendations with contractors, Fire Department, state electrical inspectors, FHA representatives and the individuals involved in construction or remodeling. Document inspection results.
11. Investigate and resolve complaints and issues related to residential and commercial building construction.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Building Official, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- Various types of building construction and materials, including framing, concrete, masonry, footings, soil checks, plumbing, mechanical, heating, ventilating and similar installations in commercial and residential buildings.
- Stages of residential and commercial building construction, plumbing and mechanical installation.
- State adopted building, mechanical, plumbing codes and municipal zoning and related codes, ordinances and regulations.
- Record keeping and related office procedures.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Effectively and courteously communicate with the public, building owners and contractors, including providing information and enforcing building, zoning, and related codes, ordinances and regulations firmly, tactfully and impartially.
- Interpret plans, specifications and engineering drawings to compare with construction in process.
- Advise City Manager on code issues, revisions and new policy.
- Identify and prioritize tasks and act independently in performance of duties.
- Supervise building staff, including hiring, training and performance evaluation.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the public.
- Work outside of the normal work schedule on occasion as necessary to accomplish tasks and projects in a timely fashion.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education / Training:**

- Completion of college course work in basic principles of building construction, plus five years of progressively responsible experience in International Building Code administration, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.

**Licenses/Certifications:**

- I.C.C. certification as a building inspector and plans examiner.
- I.C.C. certification as a building official.
- Must possess a valid Washington State driver's license and an insurable driving record.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Building Permit Technician	<b>JOB CLASSIFICATION:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Comm/Economic Development Director
<b>SALARY GRADE:</b>	11	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Performs diverse and responsible administrative, clerical and customer support duties for the permitting function within the Community and Economic Development Department. This position works closely with the public and other departments and agencies.

**ESSENTIAL JOB FUNCTIONS:**

1. Receives and reviews permit applications and plans. Acts as primary point of contact for builders, customers and other interested parties regarding permitting, general zoning and building code information.
2. Determines appropriate reviewers for permits and coordinates routing and review of plans; prepares correspondence to applicant with Building Division comments and any additional requirements.
3. Approves and issues permits and ensures payment of permit fees; verifies City and state licenses; maintains permit files, plans and other records.
4. Collects and compiles information from various sources; researches and prepares routine and ad-hoc reports as needed. Responsible for data gathering, recordkeeping, documentation, research and tracking duties which require a high level of accuracy and attention to detail.
5. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Municipal services, policies and procedures.
- Experience in project coordination.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Perform basic mathematical functions.

Building Permit Technician, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

- Compile data from a variety of sources and prepare summary reports, including statistical calculations and tabulations.
- Work independently, prioritize work and meet deadlines.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials and the public.
- Comprehend and articulate the building-related code requirements.
- Maintain confidentiality and deal with sensitive information.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- High school diploma or GED, and at least 3 years administrative, office or clerical experience and 2+ years customer service experience, preferably dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- ICC Permit Technician

**Preferred:**

- Experience with Building, Community Development and/or Public Works preferred.
- Knowledge of or training in permitting/project software.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Building / Right-of-Way Inspector	<b>JOB CLASSIFICATION:</b>	N/A
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Community/Economic Dev. Director
<b>SALARY GRADE:</b>	14	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

**GENERAL DESCRIPTION:**

Performs functions related to inspection of building construction and public right-of-way, as well as administration of City related building code and engineering standards. Maintain inspection records. Responsible for providing customer service and communication with contractors and homeowners in the field and at the service counter.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs field inspections for new building structures for compliance with the building, mechanical, plumbing and energy codes of the State of Washington and the City of Mill Creek.
2. Performs field inspections of public improvements that are constructed as part of approved private residential and commercial site development projects.
3. Coordinate construction activities and inspections with City staff, contractors and utilities.
4. Performs field inspections, coordinates utility locate requests, and reviews applications for City Right-of-Way Use permits.
5. Perform field inspections and contract management for City capital improvement projects.
6. Maintains records of all inspections.
7. Answer inspection questions for callers and customers at the counter.
8. Occasionally perform plan review and capital improvement project administration.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Various types of building construction and materials.
- State adopted building, mechanical and plumbing codes and municipal zoning and related codes, ordinances and regulations.
- Public infrastructure construction, such as storm drainage, roadways and utilities.

Building/ROW Inspector, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Learn and utilize new inspection methods on unfamiliar infrastructure systems.
- Effectively and courteously communicate with the public, building owners and contractors, including providing information and enforcing building, zoning and related codes, ordinances and regulations firmly, tactfully and impartially.
- Interpret plans, specifications and engineering drawings to compare with construction in process.
- Identify and prioritize tasks and act independently in performance of duties.
- Establish and maintain effective working relationships with co-workers, other agencies and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Some coursework in building codes and two years of experience performing building/construction inspection, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Current ICC certification as a residential & commercial building inspector.
- Plumbing and mechanical inspector certification must be obtained within one year of hire.
- Valid driver's license and an insurable driving record required, or ability to obtain a Washington State driver's license within one month of employment.

**Preferred Qualifications:**

- Field experience in construction and college level coursework in building codes, or an internship in a jurisdictional building department in Washington State.
- Field experience in construction and inspection of public infrastructure systems.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	City Clerk	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Executive	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	20	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Fulfill the statutory requirements of the position of City Clerk and provide executive support related to the City Clerk and public records functions. Provide management and administrative services for boards and commissions; collaborate with local, county, and state agencies, elected officials, and the general public.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinate preparation of City Council meeting agenda packets; ensure quality and consistency of City Council Agendas; perform City Council meeting follow-up activities including publishing and posting of minutes and filing of ordinances and resolutions for the City Council.
2. Coordinate maintenance of official City Council records including, but not limited to ordinances, resolutions, agreements, minutes, and correspondence. Maintain and codify municipal code and arrange for publication of supplements.
3. Oversee development and management of the City's records management system to ensure compliance with all applicable requirements; ensure the timely and appropriate response to all public records requests.
4. Supervise the Deputy City Clerk.
5. Maintain records and rosters of City boards and commissions. Coordinate the appointment process with the City Council.
6. Support the civil service function and perform the duties of Civil Service Examiner. Oversee the administrative needs of the program and the civil service secretarial tasks.
7. Provide support for the City's communication strategies, policies and practices.
8. Participate as a member of the City's leadership team.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Administrative practices, procedures, public relations, and familiarity with a variety of computer software applications, including word processing, database, spreadsheets, and graphics.

City Clerk, Rev. 9-2016

- Reviewing and maintaining complex and extensive records, compiling technical information, and maintaining official records.
- City ordinances, codes, policies, resolutions, and agreements; state and federal laws, statutes, rules, ordinances, codes and regulations governing city government administration.
- Principles and practices of records retention, record keeping and records management.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work must be executed with confidentiality.
- Work independently and exercise considerable independent judgment regarding work methods and priorities.
- Compose and edit business correspondence; edit technical reports.
- Perform research and write comprehensive reports on administrative matters for internal and external use.
- Be proficient in note-taking skills including transcription of audio recordings from official meetings.
- Analyze administrative issues and develop and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, other organizations and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Bachelors degree in Business Administration, Public Administration, Communications or related program plus at least four years of municipal clerk, administrative/project management or executive assistant experience, including two years of experience in the public sector, and two years of supervisory experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Certification as a notary public or ability to obtain certification within six months.

**Preferred:**

- Certified Municipal Clerk (CMC) designation desirable.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	City Clerk / Public Information Officer	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Public Information	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	20	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Fulfill the statutory requirements of the position of City Clerk and implement public information programs; collaborate with local, county and state agencies, public officials and the general public.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinate preparation of City Council meeting agenda packets; ensure quality and consistency of City Council agendas; perform City Council meeting follow-up activities including publishing and posting of minutes and filing of ordinances and resolutions for the City Council.
2. Coordinate maintenance of official City Council records including, but not limited to, ordinances, resolutions, agreements, minutes and correspondence. Maintain and codify municipal code and arrange for publication of supplements.
3. Oversee development and management of the City's records management system to ensure compliance with all applicable requirements; ensure the timely and appropriate response to all public records requests.
4. Supervise the Deputy City Clerk.
5. Maintain records and rosters of City boards and commissions. Coordinate the appointment process with the City Council.
6. Provide administrative support for the civil service program and to the Civil Service Examiner. Coordinate communication with commission members. Record/publish civil service meeting minutes and other required postings.
7. Plan and implement a public outreach program that improves communication and engagement with local residents and businesses.
8. Design and implement internal and external communication strategies.
9. Oversee the process and strategy for distribution of City brochures, newsletters, internet Web pages, and other outreach material
10. Attend relevant community meetings and represent the City to the public and the media. Issue and distribute press releases.
11. Oversee the City's social media strategy, content, policies and practices.
12. Participate as a member of the City's leadership team.
13. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City Clerk / PIO, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- Administrative practices, procedures and public relations; familiarity with a variety of computer software applications, including word processing, database, spreadsheets, and graphics.
- Reviewing and maintaining complex and extensive records, compiling technical information and maintaining official records.
- City ordinances, codes, policies, resolutions and agreements; state and federal laws, statutes, rules, ordinances, codes and regulations governing city government administration.
- Principles and practices of records retention, record keeping and records management.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work must be executed with confidentiality.
- Work independently and exercise considerable independent judgment regarding work methods and priorities.
- Compose and edit business correspondence; edit technical reports.
- Perform research and write comprehensive reports on administrative matters for internal and external use.
- Be proficient in note-taking skills including transcription of audio recordings from official meetings.
- Analyze administrative issues and develop and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, other organizations and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- Bachelor's degree in Business Administration, Public Administration, Communications or related program plus at least four years of municipal clerk, administrative/project management or executive assistant experience, including two years of experience in the public sector; and two years of supervisory experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Certification as a notary public or ability to obtain certification within six months.

**Preferred:**

- Certified Municipal Clerk (CMC) designation desirable.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Code Compliance Coordinator	<b>JOB CLASSIFICATION:</b>	Administrative Coordinator
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Comm/Economic Development Director
<b>SALARY GRADE:</b>	13	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs diverse and responsible administrative, clerical and customer support duties related to permitting and code enforcement functions within the Community and Economic Development Department. Coordinates daily operations and activities within these service functions and supports special projects within the CED Department as assigned. This position works closely with the public and other departments and agencies.

**ESSENTIAL JOB FUNCTIONS:**

1. Receives and reviews permit applications and plans. Acts as primary point of contact for builders, customers and other interested parties regarding permitting, general zoning and building code information.
2. Coordinates routing and review of plans; prepares correspondence to applicant with Building Division comments and any additional requirements; issues permits and ensures payment of fees; maintains permit files, plans and other records.
3. Responds, investigates and/or enforces specific and assigned sections of the Mill Creek Municipal Code (MCMC) including but not limited to land use, signage, right of way, solid waste and stormwater regulations.
4. Coordinates with property owners, residents and the business community to achieve compliance with City codes. Responds to citizen complaints, investigates reports of code violations and notifies responsible parties of violations, potential penalties and appeal procedures.
5. Prepares and issues Notice of Violations and civil fines as appropriate.
6. Serves as a witness at Hearing Examiner hearings or in court as appropriate on appeals of Notice of Violations and/or civil fines as necessary.
7. Prepares, analyzes and maintains records and reports related to daily activities, including statistical reports to identify problem areas and service needs. Prepares and disseminates plans to address identified problems. Utilizes preventive and problem solving techniques prior to taking legal action.
8. Collects and compiles information from various sources; researches and prepares routine and ad-hoc reports as needed. Responsible for data gathering, recordkeeping, documentation, research and tracking duties which require a high level of accuracy and attention to detail.
9. Acts as permit system administrator; interacts with IT and outside agencies to maintain and update database as necessary. Provides permit system training to coworkers, including basic permitting training.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Code Compliance Coordinator, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- Principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Municipal services, policies and procedures.
- Experience in project coordination.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Perform basic mathematical functions.
- Compile data from a variety of sources and prepare summary reports, including statistical calculations and tabulations.
- Work independently, prioritize work and meet deadlines.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials and the public.
- Comprehend and articulate the building-related code requirements.
- Maintain confidentiality and deal with sensitive information.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- High school diploma or GED, plus four years of permitting experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- ICC Permit Technician
- Possess a valid Washington State driver's license and an insurable driving record.

**Preferred:**

- Experience with Building, Community Development and/or Public Works preferred.
- Knowledge of or training in permitting/project software.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Code Enforcement Officer	<b>JOB CLASSIFICATION:</b>	
<b>DEPARTMENT:</b>	Community and Economic Development	<b>REPORTS TO:</b>	Comm/Economic Development Director
<b>SALARY GRADE:</b>	13	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Perform code enforcement services for City departments and activities related to the abatement of public nuisances.

**ESSENTIAL JOB FUNCTIONS:**

1. Respond, investigate and/or enforce specific and assigned sections of the Mill Creek Municipal Code (MCMC) including but not limited to land use, signage, right of way, solid waste and storm water regulations.
2. Coordinate with property owners, residents and the business community to achieve compliance to City codes.
3. Respond to citizen complaints and conduct site inspections; investigate reports of code violations; notify responsible parties of violations, how to achieve compliance, potential penalties and appeal procedures.
4. Prepare and issue Notice of Violations and Civil Fines as appropriate.
5. Serve as witness at Hearing Examiner hearings or in court as appropriate on appeals of Notice of Violations and/or civil fines as necessary.
6. Prepare, analyze and maintain records and reports related to daily activities to include statistical reports to identify problem areas and service needs. Prepare and disseminate plans to address the identified problems. Utilize preventive and problem solving techniques prior to taking legal action.
7. Research, purchase and maintain necessary supplies and equipment as well as assist in budget preparation in the assigned areas.
8. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Code enforcement practices and principles.
- Urban Planning and zoning principles and practices.
- Laws, codes, statutes, regulations and policies and procedures applicable to the position.
- Safe driving techniques.
- General administrative record keeping practices and procedures.

Code Enforcement Officer, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Speak, read, write and understand the English language.
- Answer telephone, greet the public, provide information within scope of authority or refer to appropriate staff.
- Stay abreast of current trends, activities and newly enacted laws relating to specific and assigned areas of responsibility, and recommend revisions to the City code and operational procedures.
- Maintain confidentiality/security of investigative information in accordance with policy and public disclosure law.
- Plan/organize work assignments, work under pressure and be flexible in responding to changing priorities.
- Work independently, prioritize work and meet deadlines.
- Read, understand and apply state and municipal statutes and other written communications and have satisfactory writing ability to draft reports, citations and memoranda. Adapt to changes in regulations, policies and laws and maintain proficiency in required training to adequately perform the duties of the position.
- Exercise sound, reasonable judgment and appropriate discretion.
- Function effectively as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Operate software applications to include word processing, data base and related applications.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- 18 years of age or older at time of appointment.

**Experience and Education / Training:**

- High school diploma or GED and an Associate's degree in a related field of study (such as urban planning, construction, legal, criminal justice, etc.) and/or relevant training or experience in law enforcement or code enforcement, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications:**

- Possess a valid Washington State driver's license and an insurable driving record.

**Preferred:**

- Experience in municipal or county code enforcement and/or building or planning department desirable.
- Certification by the American Association of Code Enforcement desirable.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Deputy Chief of Police	<b>JOB CLASSIFICATION:</b>	Manager
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Chief
<b>SALARY GRADE:</b>	25	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

**GENERAL DESCRIPTION:**

Participate in planning, organizing and directing the daily operations of the Police Department. Assume command of the Police Department in the absence of the Police Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Evaluate efficiencies and effectiveness of departmental processes, and initiate necessary action to improve and enhance law enforcement operations within budget allocations; assist the Police Chief in the development and fiscal management of the department budget.
2. In accordance with the strategic direction of the Chief of Police, develop the leadership skills of the police department first level supervisors through mentoring, coaching and accountability.
3. Manage specialized programs within the police department (i.e., training, scheduling, quartermaster) and provide guidance to sergeants/team leaders.
4. Participate in department-wide long range and strategic planning activities; prepare and recommend objectives, methodologies and timelines; monitor and analyze specific metrics and general crime trends in order to determine and implement appropriate action.
5. Assure that Police Department personnel are assigned and deployed to provide optimum effectiveness and enhance service to the community. Monitor work activities to assure the timely and accurate completion of departmental priorities.
6. Appropriately delegate responsibility and authority to assigned staff.
7. Oversee and participate in the timely recruitment of new personnel consistent with the policies of the Civil Service Commission, the Human Resources Department and the Police Department; oversee the development and implementation of training programs, selection of personnel for training and the establishment and maintenance of standards. Evaluate and manage performance of assigned staff.
8. Cooperate and coordinate with municipal, county, state, federal and other agencies as appropriate where activities or resources of the Police Department are involved or requested. Maintain effective internal and external communications to ensure accurate exchange of information and efficient provision of services.
9. Receive public complaints demanding law enforcement action and determine the best course of action; make recommendations to the Police Chief and implement approved action; resolve complaints against Police Department personnel in a timely, appropriate and fair manner.
10. Assume command of cases of major importance when deemed necessary.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deputy Chief of Police, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## Skills/Knowledge:

- Contemporary law enforcement leadership practices.
- Municipal administration and principles and practices of management, supervision and budgeting.
- All phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control, safety, care and custody of prisoners, recordkeeping and all other aspects of law enforcement and administration.
- City and departmental policies and procedures, ordinances, municipal codes, City geography, public and private facilities and installations requiring pre-crime knowledge or special crime prevention techniques.
- Principles and practices of case management.
- City disaster plan and principles of emergency preparedness.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Plan, assign, delegate, supervise and evaluate the work performance of subordinate personnel in a manner conducive to individual and team performance and high morale. Coach and mentor first level supervisors.
- Establish, maintain and promote effective and positive working relationships with elected and appointed officials, City employees, and the general public.
- Communicate effectively, both orally and in writing, to groups and individuals.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Analyze problems, identify alternative solutions, project possible consequences of proposed actions and make rational recommendations.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Develop procedures and work activities and carry work through to completion.
- Successfully complete various training courses and obtain certification required and necessary for functional skills, performance, improvement, and professional development.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

- Must be at least 21 years of age.
- Must successfully pass a rigorous and complete background investigation that meets departmental and/or state standards prior to appointment.
- Must meet required physical/medical standards and all Civil Service requirements.

## Experience and Education/Training:

- Four year degree in Police Science, Criminal Justice, Public Administration or Management plus a minimum of eight years of continuous law enforcement service as a fully commissioned peace officer with a municipal, county or state law enforcement agency (to include at least four years of supervisory responsibility at the rank of Sergeant or higher).
- Demonstrated proficiency in contemporary organizational management theory and practice, and modern law enforcement leadership philosophy. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job will be considered.

## Licenses/Certifications required:

- Valid WA State driver's license and an insurable driving record, or ability to obtain them within one month of hire.
- Certificate from the Washington State Criminal Justice Training commission, or successful completion of this course within the first twelve months of appointment.
- Executive Management Certification from the Washington State Criminal Justice Training Commission within the first twelve months of appointment.

## Preferred:

- Four year degree in Police Science, Criminal Justice, Public Administration or a related field of study is highly desirable.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles. Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Deputy Chief of Police, Rev. 9-2016

DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Deputy City Clerk	<b>JOB CLASSIFICATION:</b>	Administrative Specialist
<b>DEPARTMENT:</b>	Public Information	<b>REPORTS TO:</b>	City Clerk/Director of Public Information
<b>SALARY GRADE:</b>	14	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

**GENERAL DESCRIPTION:**

Act as Public Records Officer and administer the City's records management program. Support the functions of the City Clerk's office and serve as the City Clerk in his/her absence.

**ESSENTIAL JOB FUNCTIONS:**

1. Administer the City's records management program to ensure that records retention and destruction programs are in compliance with established federal, state and local policies, procedures and regulations.
2. Serve as the Public Records Officer and central point of contact for all public records requests received by the City. Monitor and work with departments to ensure public records requests are tracked, processed and stored in accordance with the Public Records Act (RCW 42.56) and other disclosure statutes.
3. Serve as City Clerk in the City Clerk's absence, including attending City Council meetings. Perform duties in support of the City Clerk such as, prepare and publish legislative documents and notices, ordinance summaries, meeting materials and council meeting minutes; draft City Council agendas, coordinate copying, assembling and distribution of packets.
4. Participate in research, selection and ongoing improvement of electronic records management systems. Work with IT to ensure that the City's electronic records management policies and procedures meet appropriate system security requirements.
5. Support the development and implementation of new and improved records systems and procedures. Organize and coordinate the indexing, maintenance and storage of City records by administering the City's records management policies, processes and procedures.
6. Collaborate with/provide consultation to City departments to create and maintain records retention schedules and archives in accordance with policies, procedures and best practices. Assist departments with developing short and long-range records management goals.
7. Perform record inventories and coordinate the determination of files to be permanently stored or destroyed, including records with historical value; prepare a variety of reports related to records management (i.e., annual review of records due for destruction).
8. Participate in special projects as assigned.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deputy City Clerk, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## Knowledge of:

- Functions, activities and responsibilities of the City Clerk's office.
- City, state and federal laws and regulations regarding public records, public meetings, legal notices, etc.
- Records management systems, techniques and technology.
- Law enforcement office procedures and terminology.
- Requirements set forth in the State's Open Public Meeting Act and Public Records Act.
- Principles of business English including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Municipal services, policies and procedures.
- Proficient with Microsoft Word, Excel, Access and PowerPoint programs.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Attend meetings outside of regular schedule as needed.
- Compose and edit business correspondence.
- Work, problem-solve and make decisions independently; prioritize work and successfully meet critical deadlines.
- Compile data and prepare reports, including statistical calculations and tabulations.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Communicate effectively, both orally and in writing; deal with sensitive information and maintain confidentiality.
- Understand and use a variety of computer software applications.
- Research and understand all applicable rules and regulations relating to records retention.
- Maintain knowledge of current trends and innovations related to records management.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### Experience and Education/Training:

- High school diploma or GED and at least 5 years of relevant & increasingly responsible professional level administrative experience that includes coordination and planning of business activities, expertise in communications, processes, software and systems, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

### Licenses/Certifications required:

- Municipal Clerk Certification within 12 months of hire.
- Public Records Officer certification from the WA Association of Public Records Officers, or the ability to obtain.
- WA Notary Public License within 6 months of hire.

### Preferred:

- 2-4 years progressively responsible municipal experience, preferably in records management or the City Clerk's office.
- Leadership or supervisory experience.
- College level coursework in records management is highly desirable.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Detective/Community Outreach Sergeant	<b>JOB CLASSIFICATION:</b> Sergeant
<b>DEPARTMENT:</b> Police	<b>REPORTS TO:</b> Deputy Chief of Police
<b>SALARY RANGE:</b> (see current contract)	<b>FLSA EXEMPT:</b> No
<b>REPRESENTATION:</b> Police Guild	<b>Approvals: CM:</b> _____ <b>date:</b> _____
	<b>Approvals: HR:</b> _____ <b>date:</b> _____

**GENERAL DESCRIPTION:**

Plans, directs and supervises the day to day operations of the investigations unit and provides oversight and coordination of the community outreach function of the Police Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides leadership and supervision of the investigations unit and the crime analysis function. Manages case load of the investigations unit by assigning cases for investigation/follow up. Monitors investigative operations, programs and special events.
2. Schedules, assigns and evaluates work of subordinates; identify training needs and assists in developing and providing training to employees.
3. Ensures compliance with departmental policies, procedures, rules and regulations.
4. Manages the department's community outreach function, including supervising the Police Support Officer and other police department personnel with crime prevention activities. Coordinates public and private events.
5. Performs the duties of a detective including managing an investigative case load. Responds to off-duty hours requests for investigative assistance, information and guidance to subordinates.
6. Manages the effectiveness of investigations and outreach programs and recommends effective approaches and innovative solutions for managing unique and time sensitive investigations; identify organizational or departmental problems/issues and takes corrective action where necessary. Compiles statistical data and reports on the investigative unit's activities and needs.
7. Maintains ongoing relations with outside organizations and other law enforcement entities. Participates in the coordination and planning of special operations to include staffing and equipment.
8. Responds to citizen inquiries in writing or in person; works with Police Chief and Public Information Officer to issue press releases and provide information to the media as appropriate.
9. Participates in developing and administering the investigation unit's budget, establishing short- and long-range goals, objectives, plans and priorities.
10. Assists the Deputy Police Chief in administering and monitoring departmental budget, projects and programs, physical space and equipment.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Detective/Community Outreach Sergeant, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## Skills/Knowledge:

- Modern law enforcement methods of criminal investigation and identification.
- Contemporary crime prevention and community outreach techniques.
- Crime scene preservation and processing.
- Laws, case law, codes and statutes applicable to police work to include recent legislation and court decisions affecting police work and health and safety regulations.
- Laws and practices governing arrest, search and seizure activities and the rights of suspects and defendants.
- Geographic, economic and social factors and how they effect law enforcement within the City. The behavior of criminals and underlying causes of underlying criminality.
- Techniques of incident response and resource allocation.
- Principles and practices of supervision and personnel management.
- Guild contract, FLSA and department policies and procedures.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Participate in community outreach functions or activities that may occur outside of normally scheduled duty hours.
- Supervise detectives and other staff.
- Direct offsite investigations as necessary to assure proper handling of evidence.
- Use good judgment, assess situation quickly and make decisions in stressful situations; adapt quickly to unanticipated situations.
- Coordinate tactical response to situations stemming from the investigation of cases and the serving of search warrants.
- Establish and maintain effective working relationships with City personnel, subordinates, other department managers, various outside agencies and the general public.
- Understand and execute oral and written instructions; communicate effectively, orally and in writing.
- Operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations.
- Operate a variety of computer software applications, including word processing, database and other police applications.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

- 21 years or older at time of appointment.
- United States citizen.
- Ability to pass a stringent background investigation.
- Must meet physical/medical standards and all Civil Service requirements.

## Experience and Education/Training:

- High School Diploma or GED.
- At least three years as a commissioned police officer with the City of Mill Creek.
- Two years as a Sergeant with the Mill Creek Police Department.

## Licenses/Certifications required:

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency or the ability to obtain state certification within the first year of employment.
- Must have certificate of First Level Supervision from the Washington State Criminal Justice Training Commission.
- Current first aid certification.

## Preferred:

- Additional general education, law enforcement training and leadership experience preferred.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles. Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Detective/Community Outreach Sergeant, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director, Community and Economic Development	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Community and Economic Development	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	26	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

**GENERAL DESCRIPTION:**

Plans, directs and manages the Community and Economic Development Department, which includes Planning, Building Code Enforcement and economic development.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides leadership and manages operations for the Community and Economic Development Department, including staff resources, materials, facilities and time. Prepares and administers the departmental budget and work. Participates as a member of the City's Leadership Team.
2. Directs short- and long-range planning programs and projects, including developing, updating and implementing the City's Comprehensive Plan and development regulations/standards consistent with state laws.
3. Oversees data gathering, reports and recommendations regarding annexations, transportation, land-use management, economic development, capital improvements, etc.
4. Ensures proper application and enforcement of City zoning, subdivision and development ordinances and other code approvals by overseeing building inspection and plan review services, permit processing and code interpretation.
5. Assures compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, annexations and environmental regulations and is the responsible official for implementation of the State Environmental Policy Act. Responsible for the preparation and review of environmental impact statements and technical reports consistent with state and city environmental policies and codes; recommends final action on environmental issues related to programs and projects.
6. Establishes and implements the City's development review process. Participates in planning process; interprets and applies development codes and requirements to major plats, binding site plans, rezoning and development projects. Responds to complaints and inquiries regarding City's development standards.
7. Compiles reports and makes presentations and recommendations to appropriate boards and commissions and the City Manager. Communicates with citizens and civic groups on planning issues and activities.
8. Coordinates contractors and interdepartmental and inter-jurisdictional participation in development and administration of community plans and policies. Represents the City on planning/development issues with neighboring jurisdictions and the regional transportation and growth management planning organizations.
9. May oversee the acquisition, design and development of lands, including applying for grants and contracting for design work.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

Director of Community & Economic Development, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Municipal administration and principles and practices of management, supervision and budgeting.
- Principles and practices of urban planning, development and construction, urban design and public park design.
- Federal, state and local laws relating to planning and zoning requirements, including the State Environmental Policy Act, Growth Management Act, the Mill Creek Municipal Code and annexation laws.
- County and regional planning policies.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during normal business hours.
- Apply strong and effective customer service skills to both internal and external customers.
- Plan, assign, delegate, supervise and evaluate the work of subordinates.
- Plan, organize and manage work programs; monitor work schedules, legal requirements and progress reviews.
- Analyze complex problems and develop and implement sound solutions.
- Perform research and write clear and concise reports and communicate complex technical information to lay people.
- Read and interpret maps, property descriptions, charts, graphs and statistical data.
- Interpret engineering, architectural and landscaping plans and designs.
- Communicate effectively, both orally and in writing.
- Use a variety of computer software applications, including word processing, data base and spreadsheet, and apply computer solutions to Community Development Department functions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, developers and contractors, other agencies and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### **Experience and Education/Training:**

- Bachelor's degree in urban planning or a related field, and six years of progressively responsible experience in a public planning position, including three years of supervisory experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job. (A Master's degree in a related field may substitute for one year of required experience.)

### **Licenses/Certifications required:**

- Must possess and maintain a valid Washington State driver's license and an insurable driving record.

### **Preferred:**

- Membership in AICP is preferred.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Human Resources Director	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Executive	<b>REPORTS TO:</b>	City Manager
<b>SALARY RANGE:</b>	23	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: <u>CM:</u></b>	<u>                    </u> <b>date:</b> <u>                    </u>
		<b>Approvals: <u>HR:</u></b>	<u>                    </u> <b>date:</b> <u>                    </u>

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**GENERAL DESCRIPTION:**

Responsibilities include providing leadership in developing, implementing and managing the services, activities and policies of the human resources function for the organization. Provide guidance to City leadership regarding strategic direction of the City's human resources function.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide HR leadership for the City and strategically focus the HR function to support the organization's goals and priorities.
2. Provide consultation, support and guidance to department directors, managers and supervisors regarding personnel policies and procedures, conflict identification and resolution, training, disciplinary actions and other sensitive personnel issues.
3. Initiate program and process development and improvement efforts to increase management effectiveness and employee engagement.
4. Oversee the staffing function (recruitment, selection, placement and separation) by providing leadership, direction and support to City departments to attract, retain and develop quality employees.
5. Provide oversight and consultation related to organization wide personnel programs such as employee benefits, rewards and recognition, and health and safety program.
6. Maintain the City's Personnel Policy Manual and the Employee Handbook; review both periodically and revise as needed to keep current.
7. Participate as a member of the City's collective bargaining team during labor negotiations with unions; assist with grievance resolution.
8. Administer and maintain the employee classification and compensation plan; perform classification analysis; recommend position assignments to appropriate salary ranges.
9. Oversee employee benefits programs and recommend appropriate changes.
10. Ensure compliance with federal and state regulations including Fair Labor Standards Act, Family Medical Leave Act, Americans with Disabilities Act, Worker's Compensation and OSHA/WISHA.
11. Participate as a member of the City's leadership team.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Human resources programs and services including EEO, employee and labor relations, recruitment and selection, training, classification and compensation, employee benefits, performance evaluation, supervision and safety.
- Training/staff development principles and programs.
- Municipal administration and principles and practices of leadership, management and training.
- Principles and practices of supervision and human resources administration, including federal and state regulations and case law regarding personnel policies and practices.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Provide leadership and direction to staff; plan, assign, delegate, supervise and evaluate the work of subordinates.
- Provide guidance to department directors and other supervisory personnel in dealing with sensitive personnel issues.
- Use a variety of computer software applications, including word processing, data base, spreadsheet, e-mail and apply computer solutions to human resources functions.
- Lead and direct the operations, services, and activities of the Human Resources Division.
- Interpret and explain complex legal and administrative information to the employees and officials.
- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Establish and maintain effective working relationships with City personnel, subordinates, other department managers, other agencies and the general public.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- Bachelor's degree in human resources management, business/public administration or related field, plus five years progressively responsible experience in human resources functions, including three years of management-level experience, preferably in local government, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Professional in Human Resources (PHR) certification preferred.

**Preferred:**

- Five years working for a local government.
- Master's degree in Human Resource Management, Business or Public Administration, or closely related field of study.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Information Systems and Technology Director	<b>JOB CLASSIFICATION:</b> Director
<b>DEPARTMENT:</b> Finance	<b>REPORTS TO:</b> Director of Finance
<b>SALARY GRADE:</b> 20	<b>FLSA EXEMPT:</b> Yes
<b>REPRESENTATION:</b> Non-represented	<b>Approvals: CM:</b> _____ <b>date:</b> _____
	<b>Approvals: HR:</b> _____ <b>date:</b> _____

**GENERAL DESCRIPTION:**

Responsible for the strategic development and professional management of the City's information technology infrastructure and related systems. Provides support, consultation and technical assistance to management and individual users.

**ESSENTIAL JOB FUNCTIONS:**

1. Develop and implement IT system strategies to meet City goals and objectives.
2. Assure the integrity, security and effective performance of the City's information systems.
3. Administer user network and email accounts; troubleshoot problems with accounts, network rights, and file access; configure network servers and perform maintenance, repair, updates and daily backups; perform server installation, maintenance and repair.
4. Administer, maintain and configure network hardware and devices; plan, perform and manage all server upgrades for hardware and software.
5. Update and integrate computers, workstations, communications equipment and peripherals; install and configure software upgrades, enhancements and revisions; verify functionality, compatibility and performance of computers and systems.
6. Maintain software applications and databases; monitor system environment, access, security, functionality and utilization; resolve traffic, security and access problems; assure optimum performance and system integrity; detect and correct software errors; plan and implement application upgrades; update mapping programs.
7. Administer file-sharing and access rights; troubleshoot problems with accounts, network rights, server stored documents and application software.
8. Configure and maintain mobile computers, City phone system (VoIP) and security (key-card) system including troubleshooting, repair, updates and backups.
9. Assist staff with IT systems and programs, telecommunications, hardware and software systems and training; recommend and implement solutions to assure minimum delay and effective operation for system users.
10. Provide liaison/interface services with external systems and other government organizations.
11. Provide website maintenance for the City's website and intranet.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not intended to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IS & Technology Director, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- Principles/practices of network administration, access and security guidelines and troubleshooting techniques.
- Network hardware, software and peripheral equipment including troubleshooting techniques.
- Administration and maintenance principles of network operating domains, relational databases and MS Windows-based software applications.
- Business collaboration solutions (such as SharePoint).
- VPN, basic HTML and JAVA.
- Communications technology, equipment and integrated applications.
- Microsoft Office products, including Excel, Word, Outlook, PowerPoint, and Access; MS Exchange and Active Directory; SharePoint, etc. Certifications a plus.
- Firewall security policies and best practices.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain sustained attention to detail and to work under the pressure of rigid deadlines.
- Work independently and with only general instructions and broad work expectations.
- Organize work for maximum efficiency.
- Maintain confidentiality of information and records.
- Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public. Participate as a contributing member of a service-oriented team.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- A four year degree in Information Technology or a closely related field and at least five years of increasingly responsible IT experience that includes network administration, technical support for end-users and IT program management, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the essential functions of the job.

**Licenses/Certifications:**

- Must possess a valid Washington State driver's license and an insurable driving record.
- Must be able to pass a criminal history background check.

**Preferred:**

- Certification as a network engineer.
- Leadership or supervisory experience desirable.
- Knowledge of public records databases, search policies and best practices.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director of Public Works	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	26	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Plan, organize, direct and manage the operations of the Department of Public Works which includes the functional areas of transportation and traffic engineering, surface water management, development review and capital projects. Function as the City Engineer.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage the staff of the Department of Public Works. Recruit, select, train, supervise and evaluate subordinates. Provide leadership, guidance and staff development in areas of functional specialization. Oversee operations of the maintenance division.
2. Project management of all phases of City capital projects from scoping through construction for roadway, surface water, traffic and park improvements.
3. Manage department resources to ensure the efficient and effective operation of the department, including preparing and administering the department's budget and work program. Develop and implement cost control strategies and activities; monitor all fiscal operations of the department, including budgets for public works activities in special funds.
4. Provide work direction and guidance to other personnel on City projects as needed; provide project leadership and quality control on projects requiring City personnel; establish and maintain project schedules and activities.
5. Provide written and verbal reports as necessary on projects and contracts; present reports to outside groups, City Manager, commissions or others as needed.
6. Oversee the processing and inspection of Right-of-Way Use permits and coordinate construction activities with contractors and utilities.
7. Act as Manager of City Bridge Program as required by federal statute.
8. Meet with citizens and citizen groups, home owner's associations and business associations as necessary to respond to inquiries, complaints and requests.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Knowledge of:

- Municipal administration and principles and practices of management, supervision and budgeting.
- Principles and practices of civil engineering with an emphasis on street design, traffic operations, surface water management, capital improvements and land development.
- Technical specialties within engineering discipline appropriate to municipal public works and facilities.
- Current practices as applied to the design, project management and construction of public works, public utilities, transportation and general construction.
- Applicable laws, codes, regulations, policies and procedures.
- Correct English usage, grammar and vocabulary at the college graduate level.
- Current MS Office software applications and other computer software necessary to perform job duties.
- Federal, state and local laws relating to civil engineering, public works and land development practices.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Supervise and provide leadership to Public Works staff. Plan, assign, delegate and evaluate the work of subordinates. Provide direction and guidance to other personnel on project teams.
- Analyze complex problems and develop and implement sound solutions.
- Communicate effectively both orally and in writing.
- Plan, organize and lead complex projects. Make verbal presentations.
- Meet schedules, budgets, commitments and deadlines.
- Interpret, apply and explain codes, rules regulations, policies and procedures.
- Prepare concise, well-documented reports and related visual materials.
- Establish and maintain effective working relationships with a wide variety of people, including the general citizenry, special interest groups, appointed and elected officials and staff.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### Experience and Education/Training:

- Bachelor of Science in Civil Engineering or a related field and at least six years of applicable experience, including three years of supervisory experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

### Licenses/Certifications required:

- Must be currently licensed as a Professional Engineer in the State of Washington or currently licensed in another state and be eligible for licensure in Washington by comity within 120 days of hire.
- Must possess a valid Washington State driver's license and an insurable driving record, or ability to obtain them within one month of hire.

### Preferred:

- Eight to ten years working for a local government, including three or more years of supervisory experience in a municipal public works department.
- Registration as a Lead Bridge Inspector with the Washington State Department of Transportation or successful completion of an FHWA approved comprehensive bridge inspection training course is desirable.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Engineering Technician	<b>JOB CLASSIFICATION:</b>	Engineering Tech
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Supervising Engineer
<b>SALARY GRADE:</b>	14	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Position performs a variety of technical civil engineering design, drafting and survey tasks under the direction of the Supervising Engineer. Maintains records, prepares maps and sketches and researches records, maps and other types of data to obtain engineering data.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepares and maintains City mapping system. Works with other City staff to update and maintain the City's various mapping and plan systems.
2. Responds to questions from property owners and the general public, both in person and over the telephone as needed.
3. Assists professional engineering staff in all aspects of public works and civil engineering.
4. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles and practices of civil engineering and public works projects.
- Competent with a variety of computer software applications, including Microsoft Office programs, AutoCAD and GIS (ArcView) software.

**Ability to:**

- Maintain regular, predictable and reliable attendance during normal business hours.
- Perform basic mathematic operations in algebra, geometry, and trigonometry.
- Read and interpret engineering plans and understand specifications.
- Work outdoors when required.
- Communicate effectively, both verbally and in writing.
- Work as part of a team; establish and maintain effective working relationships with co-workers and the public.
- Perform drafting as related to construction and public works projects.

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- Organize and maintain a variety of ongoing and concurrent tasks.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Associate Degree in Civil Engineering Technology, plus three years of civil engineering related experience, including at least one year of experience with an AutoCAD and/or GIS system, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Must possess valid Washington State driver's license and insurable driving record or ability to obtain one within three months of hire.

**Preferred:**

- National Certification in Engineering Technologies.
- Certification as an Erosion and Sediment Control Lead (CESCL).

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Executive Assistant	<b>JOB CLASSIFICATION:</b>	Administrative Specialist
<b>DEPARTMENT:</b>	Executive	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	14	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs administrative activities and tasks of a highly complex and responsible nature in support of the City Manager and other executive level positions. Supports the functions of the City Manager's office and acts as liaison with City Council members. Position requires exercising considerable discretion and problem solving in order to provide a high level of service to customers.

**ESSENTIAL JOB FUNCTIONS:**

1. Perform high level administrative duties as outlined on the job classification description.
2. Provide direct administrative support for the City Manager and other executive positions as assigned.
3. Manage City Manager's schedule, calendar and phone communication. Research, prepare and proofread correspondence, articles, newsletters, worksheets, forms and written/published official materials.
4. Maintain a variety of printed, published and electronic information for the organization, such as forms, phone roster, org charts, etc. Manage informational resources such as the City website, lobby TV and ADP employee portal.
5. Coordinate and participate in special projects as needed; support ongoing projects through communication, outreach, research and compilation of information, statistics and reports as requested.
6. Support organizational training initiatives by scheduling, registering, making travel arrangements for, etc., for employees attending training, conferences and seminars. Provide administrative support for organizational training programs and initiatives. Arrange on-site organizational training activities. Work with supervisors to keep required staff training, licensure or certification current.
7. Assist with coordination of HR recruitment and pre-employment activities for critical or high profile recruitments. This includes but is not limited to preparation and update of recruitment materials and communications, organizing panel interviews, managing schedules and resources, making travel arrangements, communication with candidates, etc.
8. Coordinate activities related to the Recognition Program; support HR Director and City Manager with program management, event coordination and committee meetings.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Knowledge of:

- Functions, activities and responsibilities of the City Manager and City Clerk's office.
- City, state and federal laws and regulations regarding public communications and records, public meetings, etc.
- Principles of business English including composition, spelling and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Municipal services, policies and procedures.
- Techniques, trends and processes related to event planning, marketing and communication.
- Project coordination.
- Microsoft Word, Excel, Access and PowerPoint programs with proficiency.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Attend meetings outside of regular schedule as needed.
- Compose and edit business correspondence.
- Learn and utilize various software applications, including social media.
- Work, problem-solve and make decisions independently; prioritize work and successfully meet critical time deadlines.
- Compile data and prepare reports, including statistical calculations and tabulations.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Communicate effectively, both orally and in writing; deal with sensitive information and maintain confidentiality.
- Understand and use a variety of computer software applications, including presentation and publishing applications.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### Experience and Education/Training:

- High school diploma or GED and at least 5 years relevant and increasingly responsible professional level administrative experience that includes coordination and planning of business activities, expertise in communications, processes, software and systems, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

### Preferred:

- 2-4 years progressively responsible municipal experience, preferable in records management or the City Clerk's office.
- Leadership, event planning and project management.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Finance Director	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	27	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

**GENERAL DESCRIPTION:**

Plans, organizes, directs and controls the functions of the Finance Department. Develops and implements policies, procedures and practices to accomplish goals and objectives related to the City's general accounting and financial reporting system, purchasing, budgeting and cash management system. Supervises Finance, IT and Passport functions.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage the operations of the Finance, IT and Passport functions. Provide leadership, supervision, feedback and development opportunities to staff. Offer technical assistance to staff on more complex problems.
2. Manage department's funds, staff resources, materials, facilities and time to ensure the efficient and effective operation of the department. Perform cost control activities and monitor all fiscal operations of the department.
3. Plan and coordinate the development of the City's biennial budget with the City Manager. Implement and monitor budget. Establish budget procedures and systems. Accumulate data from City departments and analyze/monitor for compliance to approved budgets.
4. Develop investment strategies and assure efficient management of the investment portfolio to maximize monetary potential in relation to interest earnings and cash flow. Oversee both short- and long-term debt service financing and repayment.
5. Plan, direct and organize the accounting activities for the City. Oversee the preparation of annual and interim financial statements and reports using cash basis accounting principles and the State of Washington's BARS accounting standards.
6. Prepare revenue/expenditure financial forecasts using data from several sources. Participate as a member of the capital facilities program committee; prepare analysis of funding sources together with available revenues.
7. Participates as a member of the City's leadership team.
8. Participate as member of the collective bargaining team. Manage City's continuous process improvement functions.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.
10. Develop for review and approval by the City Manager, policies, procedures and practices governing the City's financial management.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Generally Accepted Accounting Principles and Washington State BARS.
- Municipal administration and principles and practices of management, supervision, records management, purchasing, budgeting and risk management.
- Applicable City, state and federal rules, regulations and legislation relating to the City's financial operations and conduct of official City business.
- Governmental accounting, auditing and financial reporting.
- Financial markets, treasury and debt management relating to municipal finance.

**Ability to:**

- Maintain regular, predictable and reliable attendance during normal business hours.
- Compile and analyze financial data, records and reports.
- Plan, assign, delegate, supervise and evaluate the work of subordinates.
- Analyze reports; develop financial trend reports for use by the City Manager, other department managers and the City Council.
- Plan and institute procedures for reviewing, disbursing and accounting for public funds.
- Use a variety of computer software applications, including word processing, data base, spreadsheet, financial accounting and apply computer solutions to Finance Department functions.
- Plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Work as part of a team; establish/maintain effective working relationships with co-workers, other agencies and the public.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Bachelor's degree in business, accounting, public administration, or a related field plus five years in municipal accounting, three of which include supervisory responsibilities, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.

**Licenses/Certifications:**

- Must be bondable.

**Preferred:**

- Certified Public Accountant license preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Maintenance Aide - Seasonal	<b>JOB CLASSIFICATION:</b>	Maintenance Aide
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Public Works Supervisor
<b>SALARY RANGE:</b>	1	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Non-represented (temporary position)	<b>Approvals: CM:</b> _____ <b>date:</b> _____	
		<b>Approvals: HR:</b> _____ <b>date:</b> _____	

**GENERAL DESCRIPTION:**

Under general supervision, performs routine manual labor tasks involving cleaning and maintenance of City parks, streets and storm drainage. Duties may require operation of a variety of hand and power tools.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs groundskeeping and park maintenance tasks, including weeding, removal of brush/debris, litter/garbage control, cleaning restrooms and other similar, routine tasks. May include operating riding mowers and a variety of hand and power tools.
2. Assists with routine street, right-of-way and storm drainage maintenance functions, including operating compressors, pneumatic tools, paint equipment and power tools.
3. Assists full-time staff with setting up and breaking down work zone signing and traffic control on arterial streets.
4. May perform room setup for City and non-City functions at City Hall.
5. Performs other related duties as assigned.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- General principles of routine maintenance tasks.
- Plants and vegetation commonly used in park and street landscaping.
- Work hazards, safety procedures, traffic work zone signage and OSHA/WISHA regulations.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work well both with other team members and independently to complete daily job assignments efficiently with minimal direct supervision.
- Operate mowers and a variety of hand tools used in park and right-of-way maintenance.
- Operate compressors, pneumatic tools, paint equipment, power tools and other tools and equipment used in street, park and facility maintenance.

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- Operate dump, flatbed and other light duty trucks as necessary to perform essential job functions.
- Maintain and make minor repairs to power and automotive equipment.
- Understand and follow oral and written instructions and perform tasks under general supervision.
- Make basic maintenance decisions in the field.
- Communicate information effectively in English both verbally and in writing.
- Lift 40 pounds on a frequent basis.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies, and the public.
- Type at least 10 words per minute; operate a personal computer (PC); use email software.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age or older.

**Experience and Education / Training:**

- High school diploma or certificate of equivalency (GED). General knowledge of tools and equipment, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications:**

- Possession of a valid Washington State driver's license and an insurable driving record.

**Preferred:**

- Some experience as a parks/facilities maintenance worker or closely related maintenance experience.
- Possession of a state traffic flagging card.
- Possession of first aid and CPR card.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Maintenance Worker I	<b>JOB CLASSIFICATION:</b>	Maintenance Worker I
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Public Works Supervisor
<b>SALARY GRADE:</b>	9	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**  
Performs entry level manual labor work involving maintenance of City parks, streets, storm drainage and building facilities; includes operation of a variety of hand and power tools, equipment and vehicles.

**ESSENTIAL JOB FUNCTIONS:**

1. Perform street, storm drainage, park and facility maintenance functions, including operating compressors, pneumatic tools, hand power tools, snow/ice removal equipment and other tools and equipment.
2. Operate dump, flatbed and light duty trucks.
3. Perform landscaping and park maintenance functions, including operating riding mowers, chain saws and a variety of hand and power tools.
4. Monitor general maintenance City-wide to ensure that all infrastructure is in compliance with the City's level of service requirements, including landscaping, traffic control devices, litter and structures.
5. Track and record daily work orders and tasks with City computer software.
6. Set up and break down work zone signing and traffic control on streets of all functional classifications.
7. Perform event and meeting setup for City and non-City functions.
8. Apply pesticides and herbicides in parks and within public rights-of-way under the supervision of a licensed applicator.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- General maintenance practices for streets, rights-of-way, storm drainage systems, parks and buildings.
- Work hazards and safety procedures.
- Traffic work zone signage, traffic flagging and OSHA/WISHA regulations.
- Working knowledge of hand tools, power tools, landscaping and custodial tools.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work with minimal direct supervision.

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- Maintain effective working relationships with co-workers, other agencies and the public.
- Operate equipment used in street, drainage, park and building maintenance (see Essential Job Functions).
- Maintain power and automotive equipment with limited direction.
- Work independently without direct supervision and make basic maintenance decisions in the field.
- Manage time in order to successfully complete maintenance assignments.
- Communicate effectively both verbally and in writing; understand and follow oral and written instructions.
- Type at least 10 words per minute; operate a personal computer (PC); use email software.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.

**Experience and Education/Training:**

- High school diploma or certificate of equivalency (GED) and at least one year experience as a parks/facilities maintenance worker or closely related maintenance experience; or any other equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.
- Experience with a variety of tools used in building, street and park maintenance.

**Licenses/Certifications:**

- Possession of a valid Washington State driver's license and an insurable driving record.
- Possession of a state traffic flagging card or ability to obtain card within six months.

**Additional requirements (if any):**

- The incumbent will be subject to regular weekend work, call-back and standby provisions and may be required to occasionally work overtime.

**Preferred:**

- Experience with maintenance of vehicles and equipment.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Maintenance Worker II	<b>JOB CLASSIFICATION:</b>	Maintenance Worker II
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Public Works Supervisor
<b>SALARY GRADE:</b>	12	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs the more complex labor and maintenance activities for City buildings and facilities, parks, streets, vehicles, storm drainage, etc. Duties generally include troubleshooting, installation and inspection, maintenance and repair work requiring proficiency with technique, tools and equipment.

**ESSENTIAL JOB FUNCTIONS:**

1. Perform street, storm drainage, park and facility maintenance functions, including operating compressors, pneumatic tools, paint equipment, power tools, snow/ice removal equipment and other tools and equipment.
2. Operate and maintain dump, flatbed, bucket and light duty trucks and street sweeper.
3. Perform landscaping and park maintenance functions, including operating and maintaining riding mowers, chainsaws and a variety of hand and power tools. Apply pesticides and herbicides in parks and within public rights-of-way.
4. Monitor general maintenance City-wide to ensure that all infrastructure is in compliance with the City's level of service requirements, including landscaping, traffic control devices, litter and structures.
5. Perform basic electrical, plumbing, painting, drywall and carpentry maintenance and repair of City buildings.
6. Track needed repairs and servicing with computer software. Request and coordinate assistance for expanded maintenance projects when necessary.
7. Prepare simple construction and landscape layout design and cost estimates.
8. Set up and break down work zone signing and traffic control on arterial streets.
9. Perform room setup for City and non-City functions at City Hall.
10. Provide training, mentoring and assistance to entry level maintenance staff.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- General principles of maintenance and construction for streets and right-of-way, stormwater systems and buildings.
- Plants and vegetation commonly used in park and street landscaping.
- Maintenance and repair of power and automotive equipment.
- Work hazards, safety procedures, traffic work zone signage, traffic flagging and OSHA and WISHA regulations.

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- Standard construction practices for stormwater systems, streets and facilities.
- A variety of hand tools, power tools and equipment used in maintenance and repair.

#### Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work well both with other team members and independently to complete daily job assignments efficiently with minimal direct supervision; maintain effective working relationships with co-workers, other agencies and the public.
- Operate equipment used in street, park and facility and right of way maintenance (see Essential Job Functions).
- Maintain and make minor repairs to power and automotive equipment.
- Perform minor carpentry and elementary plumbing and electrical work related to facilities maintenance and construction.
- Work independently without direct supervision and make basic maintenance decisions in the field.
- Schedule time to perform maintenance assignments.
- Understand and enforce requirements of ground care contract specifications.
- Read and understand as-built plans for streets, parks and public facilities.
- Communicate effectively in English both verbally and in writing; understand and follow oral and written instructions.
- Type at least 10 words per minute; operate a personal computer (PC); use email software.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### MINIMUM REQUIREMENTS:

- Must be at least 18 years of age;

#### Experience and Education/Training:

- High school diploma or certificate of equivalency (GED) and at least three years of experience as a parks/facilities maintenance worker or closely related maintenance experience; or any other equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.
- Proficiency with power tools.

#### Licenses/Certifications:

- Possession of a valid Washington State driver's license and an insurable driving record.
- Possession of a state traffic flagging card or ability to obtain one within six months.
- Possession of Washington State Department of Agriculture Public Operator pesticide license with laws and safety, right-of-way, turf and ornamental weed certifications or ability to obtain license and certifications within one year.

#### Additional requirements (if any):

- The incumbent will be subject to regular weekend work, call-back and standby provisions, and may be required to occasionally work overtime.

#### Preferred:

- Experience with maintenance vehicles and equipment.

#### PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Passport Technician	<b>JOB CLASSIFICATION:</b>	Customer Service Representative
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>SALARY GRADE:</b>	6	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Non Represented (part-time)	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

This position performs the role of Acceptance Agent on behalf of the U.S. Department of State to accept (or execute) the passport application. Responsible for providing customer service to the public, greeting and directing customers to the appropriate department or employee, answering phones, collecting and verifying documents and paperwork, following and explaining administrative processes, etc.

**ESSENTIAL JOB FUNCTIONS:**

1. Act as Acceptance Agent on behalf of the U.S. Department of State to accept (or execute) the passport application and to ensure all materials needed to process the applications are correctly submitted and enclosed. Provide information regarding the passport application process and traveling requirements.
2. Review applications and other applicable documents for completeness, signature, affirmation of truthfulness, verification of applicant's identity and presence of required photographs and fees.
3. Take, print and crop passport photos according to required specifications.
4. Submit an observation checklist with applications that require further scrutiny by the passport office.
5. Receive and accurately process payments for passport services, issue receipts, make change and balance cash drawer.
6. Greet the public in person and over the phone; provide information regarding the passport application process and traveling requirements.
7. Assist with clerical and office tasks and projects as directed.
8. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- General office practices and procedures.
- Cash receipting and reconciliation procedures.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Demonstrate accuracy and a very strong attention to detail.
- Problem-solve and make decisions.

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- Operate a variety of computer software applications, including word processing and data base.
- Operate a digital camera, printer and 10-key calculator.
- Examine documents for authenticity and acceptability; read/understand documents that contain very small print.
- Maintain confidentiality and security of information.
- Prioritize work and meet deadlines.
- Follow established office procedures.
- Communicate information effectively, both verbally and in writing.
- Work effectively with members of diverse cultures and overcome language barriers.
- Work as part of a team; establish and maintain effective working relationships with co-workers and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent

#### **Experience and Education/Training:**

- High school diploma or GED and some customer service experience working directly with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

#### **Additional requirements (if any):**

- Proof of United States Citizenship or U.S. national.
- Must be approved by the Department of State.
- Must be able to pass a criminal background investigation (including fingerprinting and credit report).
- Ability to successfully complete within 30 days, and maintain annual re-certification of an official Passport Application Acceptance course which includes an annual criminal history check.

#### **Preferred:**

- Bilingual, or the ability to understand and to make one's self understood in a second language is desirable.
- Previous experience working with passport applications.

#### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Planner	<b>JOB CLASSIFICATION:</b>	N/A
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Community & Economic Dev. Director
<b>SALARY GRADE:</b>	15	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Assists senior planning staff with complex cases by gathering and analyzing data, assisting in the preparation of reports and documents for board reviews and appeal hearings. Administers City planning codes, policies and regulations.

**ESSENTIAL JOB FUNCTIONS:**

1. Researches and analyzes technical data to apply planning and zoning regulations to development, construction, and land use issues. Monitors progress of approved developments to ensure compliance with adopted conditions of approval.
2. Provides customer service and technical assistance to the public and other agencies regarding zoning and Comprehensive Plan issues.
3. Serves as City contact with applicants for land use proposals, including annexations, rezones, sub-divisions, binding site plans and other land use proposals.
4. Administers the appropriate City policies, codes and regulations related to development proposals.
5. Conducts environmental review pursuant to the provisions of the State Environmental Policy Act. Prepares environmental determinations and documents for the City's responsible official.
6. Conducts planning studies, prepares and presents written and verbal staff reports and recommendations on myriad land use and development related issues to City Council, planning commission and other advisory boards.
7. Provides staff support to citizen advisory boards and commissions as needed.
8. May participate in the regional GMA planning process, including serving on various inter-jurisdictional committees as assigned by Director.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles and practices of urban planning, including zoning and subdivision code development and administration.
- Principles and practices of land use, transportation, capital facilities, parks, architectural/landscape/urban design, environmental and neighborhood design planning.
- Land development and construction processes.
- Federal, state, and local laws relating to planning, zoning, subdivision and annexation requirements, including the State Environmental Policy Act, Growth Management Act, and the Mill Creek Municipal Code.
- Processes and procedures of the Boundary Review Board.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours, and attend evening meetings as needed.
- Read and interpret land use plans and maps, including landscape plans, site plans, grading plans, topographic maps, elevations, and zoning maps.
- Evaluate planning proposals/projects relative to adopted City policies & codes and formulate recommendations.
- Prepare, assemble, and analyze technical information related to land use proposals, studies, and decisions.
- Prepare well-written, concise, organized, and well-supported business correspondence, reports, and visual materials.
- Present technical information in a manner understandable to lay people and respond to questions.
- Work as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff and the general public.
- Use basic computer programs, such as word processing, presentation, spreadsheet, database, and Geographic Information System (GIS).

**MINIMUM REQUIREMENTS:**

**Experience and Education / Training:**

- A Bachelor's degree in urban and regional planning or related field and at least 2 years of relevant experience in planning, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications:**

- Must possess a valid Washington State driver's license and insurable driving record or have ability to obtain them within three months of hire.
- Membership in AICP is highly desirable.

**Preferred:**

- Five years of increasingly responsible experience in a local government planning department.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

\*See the attached questionnaire for position specific physical requirements and typical working conditions.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Chief / Director of Public Safety	<b>JOB CLASSIFICATION:</b>	Director
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	27	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: <u>CM:</u></b>	<b>date: _____</b>
		<b>Approvals: <u>HR:</u></b>	<b>date: _____</b>

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**GENERAL DESCRIPTION:**

This position is responsible for ensuring public safety by providing leadership in planning, organizing and directing the activities and operations of the Mill Creek Police Department, the departmental budget, the implementation and ongoing success of departmental programs and services and the performance and professionalism of departmental staff. A person in this position must be able to maintain effective relationships with other public agencies and contribute toward the achievement of goals and objectives as determined by the City Manager.

**ESSENTIAL JOB FUNCTIONS:**

1. Recruit and retain qualified personnel consistent with applicable laws, regulations and civil service procedures; ensure that personnel and resources are allocated in a manner that provides staffing levels that meet the City's need for police protection and optimum departmental effectiveness.
2. Monitor and evaluate work load and internal reporting relationships; operational efficiency and effectiveness, service delivery methods and procedures; and administrative and support systems. Identify opportunities for improvement and direct/implement necessary changes in order to achieve departmental goals and support citywide organizational goals.
3. Prepare fiscally sound annual budgets to enable the department and the City to achieve its objectives; ensure that the department functions within budget appropriation; and monitor monthly departmental revenues and expenditures against authorized budget limits.
4. Oversee collection and compilation of crime statistics and analyses of crime trends in the community, and prepare and present reports summarizing crime activity, arrests and investigations. Report major issues/trends to the City Manager.
5. Evaluate community crime patterns in order to develop short- and long-term crime reduction strategies, including changing police patrol priorities, establishing temporary task forces, acquiring specialized equipment and reassigning personnel.
6. Work with staff members and the City Manager to establish and communicate goals and objectives for the department or for specific programs. Suggest ideas to accomplish departmental and City objectives; resolve issues as necessary. As a member of the executive management team, interact with other staff to coordinate law enforcement activities impacting other departments; coordinate and plan activities with other city police departments in areas of mutual concern.
7. Actively participate with other jurisdictions to maintain effective coordination of agency law enforcement efforts. Confer with the City Attorney and County Prosecutor regarding cases, trends and changes or interpretation of criminal codes.
8. Serve as Director of Emergency Management.
9. Initiate and oversee internal investigations of complaints and allegations of police employee misconduct; provide corrective action as required and/or provide recommendations to the City Manager.
10. Develop policies, procedures and practices for review and approval by the City Manager.
11. Participate as a member of the collective bargaining team.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

Police Chief, Rev. 9-2016  
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## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- All phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control, safety, care and custody of prisoners, recordkeeping and all other aspects of law enforcement and administration.
- Civil Service rules and procedures.
- Municipal administration and principles and practices of management, supervision and budgeting.
- City and departmental policies and procedures, ordinances, municipal codes, city geography and public and private facilities.
- Principles and practices of case management.
- City disaster plan and principles of emergency preparedness.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Keep abreast of law enforcement technologies and techniques and recommend implementation of programs and equipment to achieve organizational objectives.
- Appropriately delegate responsibility and authority to assigned staff; plan, assign, delegate, supervise and evaluate the work performance of subordinate personnel in a manner conducive to individual and team performance and maintaining high morale.
- Establish and maintain a working environment that is conducive to positive morale, personal accountability of staff and teamwork within the department.
- Establish, maintain and promote effective and positive working relationships with elected and appointed officials, City employees and the general public.
- Communicate effectively, both orally and in writing, to groups and individuals.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Identify, develop and implement appropriate solutions, actions or alternatives based on available information or data.
- Analyze problems, identify alternative solutions, project possible consequences of proposed actions and make effective recommendations.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Develop procedures and work activities and carry work through to completion.
- Successfully complete various training courses and obtain certification required and necessary for functional skills, performance, improvement and professional development.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

- Must be at least 21 years of age and a U.S. citizen.
- Must successfully pass a rigorous and complete background investigation that meets departmental and/or state standards prior to appointment.
- Must meet required physical/medical standards and all Civil Service requirements.

### **Experience and Education/Training:**

- Bachelor's degree in criminal justice, law enforcement or related field, plus a minimum of ten years of continuous law enforcement service as a fully commissioned peace officer with a municipal, county or state law enforcement agency; at least five years of increasingly responsible management experience; or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Possess and maintain a valid Washington State driver's license and an insurable driving record or obtain within 1 month of hire.
- Must be commissioned as a law enforcement officer by the Washington State Criminal Justice Training commission, or the ability to successfully complete this course within the first six (6) months of appointment.
- Executive Level Certification from the Washington State Criminal Justice Training Commission, or the ability to obtain within the first twelve (24) months of appointment.

**Preferred:**

- Master's degree in Criminal Justice, Police Science, or a related field of study is desirable.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Corporal	<b>JOB CLASSIFICATION:</b>	Officer
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Sergeant
<b>SALARY RANGE:</b>	(see current contract)	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs general duties of a police officer in all areas of law enforcement and public safety. Provides leadership and teambuilding among shift officers and promotes/reinforces the goals, values and objectives of the department with subordinates, citizens and regional partners. Supports and encourages a positive and constructive work environment at all times. Assumes shift supervision responsibilities in the absence of the Sergeant.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides security, protection and emergency aid to the citizens of Mill Creek; enforces federal, state and City laws and regulations; patrols residential and commercial areas of the City to detect criminal activity and to aid in preventing crime. traffic enforcement and assistance; accident, crime scene and follow-up investigation.
2. Determines the nature of a call, investigates the circumstances and takes any necessary action; assists people with complaints or inquiries and/or directs them to the appropriate authorities.
3. Makes arrests and transports prisoners as necessary; searches prisoners, collects personal effects, and assures proper receipting and safeguarding of personal effects.
4. Prepares a variety of reports, logs and records in a timely manner.
5. Under the direction of the sergeant, assigns tasks and duties and supervises the activities of their assigned personnel in an efficient manner. May perform other duties associated with the respective supervisory position.
6. Identifies training needs and assists in developing and providing department training, including assisting and supervising field training officers; assists in the coordination of roll call training to include monitoring employee performance, evaluation and mentoring of employees; identifies and conducts shift briefing as required.
7. Reviews case reports and insures the work quality of subordinates; provides feedback, training and mentoring as appropriate. May include monitoring shift equipment and supplies, ensuring employees have appropriate items necessary for the operation of their respective shift.
8. Performs duties in a specialized assignment at the discretion of the Chief of Police.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Identifying and preserving physical evidence.
- Laws, case law, codes and statutes applicable to police work.
- The behavior of criminals and causes underlying criminality.
- Geographic, economic and social factors and how they affect law enforcement within the City.
- The rights of suspects and defendants.
- Accident prevention principles.
- Incident Command System.
- Techniques of incident response and resource allocation.
- Laws and practices governing arrest, search and seizure activities.
- Department policies and procedures.
- Principles and practices of first aid.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Analyze situations and adopt a quick, effective and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Observe and recall faces, names and details of incidents.
- Coordinate tactical response to a variety of situations.
- Understand and execute oral and written instructions.
- Communicate effectively, orally and in writing; write clear and accurate reports.
- Assign, direct, instruct and review the work of subordinates.
- Operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations; maintain proficiency in the use of police-related equipment.
- Operate computer software applications, including word processing, database, and other police applications.
- Administer first aid and CPR.
- Work independently and make appropriate independent decisions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies, and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- 21 years or older at time of appointment.
- United States citizen.
- Must meet required physical/medical standards and all Civil Service requirements.

**Experience and Education / Training:**

- High school diploma or GED.
- A minimum of two years of law enforcement experience, and successful completion of probationary period with the Mill Creek Police Department.

**Licenses/Certifications:**

- Must possess a valid Washington State Driver's license and the ability to remain insurable under the City's insurance plan.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Police Corporal, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Officer (assigned as Detective)	<b>JOB CLASSIFICATION:</b>	Officer
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Detective Sergeant
<b>SALARY RANGE:</b>	(see current contract)	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

**GENERAL DESCRIPTION:**

Performs work involving the investigation of assigned misdemeanor and felony criminal cases. The detective performs duties that support the Police Patrol Division, which include the identification and apprehension of those individuals who may have committed criminal acts.

**ESSENTIAL JOB FUNCTIONS:**

1. Conduct and coordinate assigned case investigations to ensure thoroughness and accuracy; conduct investigations of suspected illegal activity or follow-up investigations of criminal case.
2. Interview victims, witnesses and suspects to obtain information and statements.
3. Collect, package, process, document and store evidence in compliance with department procedures; compile and maintain records and reports of arrests, incidents, property impounded, accidents, offenses and damage to property.
4. Cooperate in investigative efforts and coordinate investigations, including crime scene investigations with other law enforcement agencies, prosecutors, courts, etc.
5. Obtain and serve warrants; may arrest suspects.
6. Complete assignments, follow-up investigations, prepare prosecutor's summaries and reports in a timely manner; submit progress reports on cases under investigation.
7. Prepare and maintain legible, concise, and understandable activity logs and other required documentation.
8. Appear in court to testify in matters of which the officer has knowledge.
9. Maintain effective interagency communications to ensure efficient and accurate exchange of information regarding criminal or police activity; open investigations and other related items.
10. Provide general information to the public on laws and ordinances.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Federal, state, and local laws, regulations and ordinances as they pertain to law enforcement; basic criminal law.
- Locating federal, state, and local resources of information.
- The use and care of firearms, motor vehicles and other police-related equipment.
- Investigative techniques and process.
- Crime scenes.

Police Officer (Detective), Rev. 9-2016  
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**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Systematically evaluate crime scene evidence.
- Properly record and document findings; write clear and accurate reports.
- Work closely with federal, state, and local law enforcement agencies.
- Work independently with only general supervision and oversight.
- Evaluate case priority and handle accordingly.
- Utilize training or skills developed through training/education/experience.
- Work effectively with the public in obtaining information.
- Evaluate crime trends and determine how they affect our community.
- Accommodate the needs of scheduling and case work priorities; work flexible hours outside of normal work shift.
- Adjust work schedule to work evenings and weekends as needed to conduct investigations.
- Possess strength and agility sufficient to perform assignments.
- Work independently and as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- 21 years or older at time of appointment.
- United States citizen.
- Must meet required physical/medical standards and all Civil Service requirements.
- Ability to pass a stringent background investigation.

**Experience and Education/Training:**

- High school diploma or GED.
- Two years prior law enforcement experience.
- Successful completion of probationary period with the Mill Creek Police Department.

**Licenses/Certifications required:**

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency, or the ability to obtain state certification within the first year of employment.
- Current first aid certification required or ability to obtain within the first year of appointment.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Officer	<b>JOB CLASSIFICATION:</b>	Officer
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Sergeant
<b>SALARY RANGE:</b>	(see current contract)	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b>	date: _____
		<b>Approvals: HR:</b>	date: _____

**GENERAL DESCRIPTION:**

Provides security, protection, emergency aid and other police services to the citizens of Mill Creek by patrolling business and residential areas, responding to requests for information and assistance, traffic control, investigating criminal activity and otherwise ensuring the proper enforcement of laws and regulations.

**ESSENTIAL JOB FUNCTIONS:**

1. Patrol residential and commercial areas of the City to detect criminal activity, to aid in preventing crime and to enforce federal, state, and City laws and regulations. Observe, report and act on conditions conducive to crime and danger.
2. Report traffic hazards and direct both vehicle and pedestrian traffic flow when necessary. Assist motorists by calling repair service, giving directions and gaining access to vehicles with keys locked inside.
3. Determine the nature and priority of a call, investigate the circumstances and take any necessary and prudent action such as making arrests and transporting prisoners. Search prisoners, collect personal effects and assure proper receiving and safeguarding of personal effects.
4. Provide general information to the public on laws and ordinances; assist persons with complaints and inquiries or direct them to the appropriate authorities.
5. Develop, organize and implement crime prevention programs, conduct public awareness programs and initiate contacts with businesses, schools and residents to improve overall public relations of the department.
6. Provide assistance to the public in emergency and non-emergency situations including: first response to fires within the City; perform first aid and CPR when necessary and request additional medical service if needed; perform crisis intervention in sensitive situations such as domestic disputes.
7. Perform investigative assignments on a variety of cases; conduct investigations of suspected illegal activity or follow-up investigations of criminal cases; conduct interviews of victims, witnesses and suspects and submit progress reports on cases under investigation.
8. Collect and document evidence, obtain warrants and may arrest suspects; compile and maintain records and reports of arrests, incidents, property impounded, accidents, offenses and damage to property; prepare and maintain legible, concise and understandable activity logs and other related documentation.
9. Appear in court to testify in matters of which the officer has knowledge.
10. Maintain effective interagency communications to ensure efficient and accurate exchange of information regarding criminal or police activity; maintain communications with support services from other agencies such as dispatch, fire and news media personnel.
11. There may be additional duties and requirements for specific appointments such as: Bicycle Officer, DARE Officer, School Resource Officer, etc.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

Police Officer, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Federal, state, and local laws, regulations and ordinances as they pertain to law enforcement.
- The use and care of firearms, motor vehicles and other police-related equipment.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain proficiency in the use of police-related equipment.
- Observe and recall names, faces, and details of incidents.
- Analyze situations and adopt a quick, effective and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Communicate effectively with persons in physical and/or emotional stress.
- Administer first aid and CPR.
- Write clear and accurate reports.
- Possess strength and agility sufficient to perform assignments.
- Work independently and as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

- 21 years or older at time of appointment.
- United States citizen.
- Ability to pass a stringent background investigation.
- Must meet required physical/medical standards and all Civil Service requirements.

### **Experience and Education/Training:**

- High school diploma or GED.
- A minimum of two years of law enforcement experience, and successful completion of probationary period with the Mill Creek Police Department is required for officers to be eligible for special appointments such as DARE Officer, Bicycle Officer or Detective.

### **Licenses/Certifications required:**

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency or the ability to obtain state certification within the first year of employment.
- Current first aid certification required or ability to obtain within the first year of appointment.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Records Technician	<b>JOB CLASSIFICATION:</b>	Sr. Customer Service Rep.
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Administrative Coordinator – Police
<b>SALARY GRADE:</b>	9	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

This position is responsible for performing specialized and complex clerical duties and office support related to the police department and providing quality service to the public. Duties involve recordkeeping, documentation, research and tracking duties requiring accuracy and attention to detail.

**ESSENTIAL JOB FUNCTIONS:**

1. Greet customers in person and over the phone; respond to routine requests for information in connection with a variety of police related matters. Receive reports from citizens.
2. Refer individuals to appropriate agencies, departments or other personnel.
3. Verify and enter data and/or information in the department's computerized record keeping system and perform case management and audits to ensure accuracy.
4. Assist customers with requests for routine police services, including pet licenses, traffic violations, concealed pistol licenses and fingerprinting services.
5. Forward criminal citations, case reports and other documentation to the prosecutor's office.
6. Support traffic violations bureau by preparing and forwarding documents to the court; forward accounts to debt collection agency as appropriate.
7. Receive payments for various services, issue receipts, make change and balance cash drawer.
8. Assist with maintenance and destruction of police records per established retention schedules and department policy.
9. Retrieve PD mail, sort and disseminate.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Law enforcement office procedures, including record processing, technology and terminology.
- Telephone techniques and etiquette, including reception, analysis and coordination of calls.
- Business English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Intermediate knowledge of standard word processing, spreadsheet and database computer software.

Police Records Technician, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Utilize excellent interpersonal skills required in order to manage moderately complex types of customer needs and requests.
- Work independently, multitask and prioritize work in order to meet deadlines.
- Communicate effectively, both orally and in writing.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Respond to customers tactfully and professionally; communicate and interact effectively with irate and hostile persons, exercise strong customer service skills in sometimes tenuous situations.
- Maintain security measures necessary to the department and position; maintain confidentiality of information.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Follow established office procedures.
- Type 40+ words per minute.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.

**Experience and Education / Training:**

- High school diploma or GED certificate and at least one year of administrative, office or clerical experience and 2+ years customer service experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.

**Licenses/Certifications:**

- Possession of, or ability to obtain, an appropriate valid Washington State Patrol Law Access Certification Level II within six months of employment.
- Possession of, or ability to obtain, an appropriate valid First Aid and CPR Certification within one year.
- Must possess a valid Washington State Driver's License and an insurable driving record, or have the ability to obtain them within one month of hire.

**Preferred:**

- One year of experience performing law enforcement records duties for a government agency is preferred and may be substituted for one of the two years of clerical and/or administrative experience.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Officer (School Resource Officer)	<b>JOB CLASSIFICATION:</b>	Officer
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Sergeant
<b>SALARY RANGE:</b>	(see current contract)	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Provide security, protection, emergency aid and other police services on the campuses of Jackson High School and Heatherwood Middle School during school hours. Patrol school grounds, respond to requests for information and assistance, investigate criminal activity and ensure the proper enforcement of laws and regulations.

**ESSENTIAL JOB FUNCTIONS:**

1. Patrol indoor and outdoor areas of the schools to detect criminal activity, to aid in preventing crime and to enforce federal, state and City laws and regulations.
2. Observe, report and act on conditions conducive to crime and danger. Initiate criminal complaints and conduct follow-up investigations related to those complaints.
3. Supplement school personnel in the enforcement of school district policy violations.
4. Serve as a community contact for questions and guidance related to juvenile problems or issues.
5. Conduct investigations of suspected illegal activity or follow-up investigations related to criminal cases; conduct interviews of victims, witnesses and suspects and submit progress reports on cases under investigation.
6. Review all Mill Creek investigations related to juvenile activity. Collect and document evidence, obtain warrants and may arrest suspects; compile and maintain records and reports of arrests, incidents, property impounded, accidents, offenses and damage to property.
7. Prepare and maintain legible, concise and understandable activity logs and other required documentation.
8. Develop, organize and implement crime prevention programs; conduct public awareness programs at the schools; initiate contacts with schools and residents to improve overall public relations of the department.
9. Complete and submit reports to supervisor outlining calls for service, incidents investigated, follow-up investigations pending and work hours, and to the Everett School District summarizing duties performed, analysis of activity and hours worked.
10. Coordinate and/or attend meetings with the Police Chief and school administrators as needed.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Knowledge of:

- Federal, state, and local laws, regulations and ordinances as they pertain to law enforcement; laws and practices governing arrest, search and seizure activities.
- The use and care of firearms, motor vehicles and other police-related equipment.
- Modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Identifying and preserving physical evidence.
- The behavior of criminals and causes underlying criminality.
- Geographic, economic and social factors and how they affect law enforcement within the City.
- The rights of suspects and defendants.
- Accident prevention principles.
- Incident Command System.
- Techniques of incident response and resource allocation.
- Department policies and procedures.
- Principles and practices of first aid.

## Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Observe and recall faces, names and details of incidents.
- Establish trust and rapport with juveniles and parents.
- Maintain proficiency in the use of police-related equipment.
- Possess strength and agility sufficient to perform assignments.
- Analyze situations and adopt a quick, effective and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Communicate effectively, both written and verbally, including public speaking.
- Administer first aid and CPR.
- Write clear and accurate reports.
- Work independently and make appropriate independent decisions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

- 21 years or older at time of appointment.
- United States citizen.
- Must meet required physical/medical standards and all Civil Service requirements.
- Ability to pass a stringent background investigation.

## Experience and Education/Training:

- High school diploma or GED.
- A minimum of two years of law enforcement experience and successful completion of probationary period with the Mill Creek Police Department is required for officers to be eligible for special appointments such as DARE Officer, Bicycle Officer or Detective.

## Licenses/Certifications required:

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency.
- Current first aid certification required or ability to obtain within the first year of appointment.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

School Resource Officer, Rev. 9-2016

DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Police Sergeant	<b>JOB CLASSIFICATION:</b>	Sergeant
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Deputy Chief
<b>SALARY RANGE:</b>	(see current contract)	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

The Police Sergeant (Patrol Sergeant) is a first line supervisor responsible for the field operations of the patrol function of the Police Department; plans, directs and supervises the activities of an assigned unit.

**ESSENTIAL JOB FUNCTIONS:**

1. Reviews daily case reports and checks work quality of subordinates; provides feedback and training when necessary to improve the quality and integrity of case reporting.
2. Serves as operational commander in emergency, tactical and major crime situations.
3. Provides leadership and guidance to subordinate personnel; schedules, assigns and evaluates work of subordinates; leads subordinates in enforcing state and federal laws and local ordinances for the Mill Creek Police Department.
4. Analyzes law enforcement, organizational or departmental issues; recommends more effective approaches and programs and/or takes corrective action where necessary; compile statistical data and reports on departmental activities and needs.
5. Supports the Police Commander with administering and monitoring department projects and programs including accreditation, training, PTO, DARE, school resource officer, supplies and equipment.
6. Identifies training needs and assists in developing and providing department training.
7. Maintains ongoing and effective relations with outside organizations and with the general public, including responding to citizen inquiries in writing or in person, issuing press releases and providing other information to the media.
8. Ensures compliance with departmental policies, procedures, rules and regulations. Conducts internal investigations and provides recommendations to the Police Commander as needed.
9. Assists in developing and administering the department's budget, including establishing long and short range goals, objectives, plans and priorities through the assignment of specific areas of responsibility. Prepares departmental plans for handling special events.
10. Performs the duties of a patrol officer as required.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Identifying and preserving physical evidence.

Police Sergeant, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

- Laws, case law, codes and statutes applicable to police work.
- The behavior of criminals and the causes of underlying criminality.
- Geographic, economic and social factors and how they effect law enforcement within the City.
- The rights of suspects and defendants.
- Accident prevention principles.
- Incident command system.
- Techniques of incident response and resource allocation.
- Laws and practices governing arrest, search and seizure activities.
- Principles and practices of first aid.
- Principles and practices of supervision and personnel management.
- Guild contract, FLSA and department policies and procedures.

#### Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use good judgment and make decisions in stressful situations and adapt quickly to unanticipated situations.
- Assess situations quickly and to determine a proper course of action.
- Coordinate and supervise a variety of departmental programs and community events.
- Coordinate tactical response to a variety of situations.
- Establish and maintain effective working relationships with City personnel, subordinates, other department managers, various agencies and the general public.
- Understand and execute oral and written instructions.
- Communicate effectively, orally and in writing.
- Assign, direct, instruct and review the work of subordinates.
- Operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations.
- Operate a variety of computer software applications, including word process, database and other police applications.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### MINIMUM REQUIREMENTS:

- 21 years or older at time of appointment.
- United States citizen.
- Pass a stringent background investigation and meet physical/medical standards and all Civil Service requirements.

#### Experience and Education / Training:

- High school diploma or GED.
- Minimum of three years as a commissioned police officer with the City of Mill Creek.

#### Licenses/Certifications:

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency or the ability to obtain state certification within the first year of employment.
- Must have certificate of First Level Supervision from the Washington State Criminal Justice Training Commission or the ability to successfully complete this course within the first twelve months after appointment.
- Current first aid certification required.

#### Preferred:

- Additional general education, law enforcement training and leadership experience preferred.

#### PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Police Sergeant, Rev. 9-2016

DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Police Support Officer	<b>JOB CLASSIFICATION:</b>	N/A
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Community Outreach Sergeant
<b>SALARY GRADE:</b>	13	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

**GENERAL DESCRIPTION:**

Perform support services for the Mill Creek Police Department in the areas of animal control, parking enforcement, directing traffic, transporting prisoners, crime prevention and other activities within the department. Position is a "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5).

**ESSENTIAL JOB FUNCTIONS:**

1. Perform corrections/transport officer duties; conduct body/clothes searches of offenders and their property for prohibited items; transport or assist with transport of prisoners to detention or correction facilities, or to and from court, hospitals, etc. Perform administrative booking of offenders.
2. Respond, investigate and/or enforce specific and assigned sections of the Mill Creek Municipal Code (MCMC) requiring a commissioned officer.
3. Enforce animal control related ordinances and Washington State laws; investigate animal cruelty and related crimes, aggressive animal bites and animal noise disturbances; handle calls; advise residents and other officers on animal issues. Capture and/or transport domestic and wild animals as necessary to enforce animal control ordinance; remove injured and dead animals from roadways.
4. Direct traffic on public roads. Assist the public by opening locked vehicles, use a police vehicle to push disabled vehicles and performing jump start of vehicles.
5. Participate in community outreach events.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills/Knowledge:**

- Laws, codes, statutes, regulations and policies and procedures applicable to the position.
- Safe driving techniques.
- General law enforcement practices and procedures.
- Record keeping and report writing, using effective verbal and non-verbal communication.
- Human relations, security, emergency and safety policies and procedures.
- Methods, equipment and materials used in animal care, control and shelters.
- Health and safety regulations and procedures with regard to contagious diseases and basic first aid procedures.

Police Support Officer, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

- Operation of computers and other office equipment.
- Common software applications including MS Office and police related applications.

#### Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain confidentiality/security of investigative information in accordance with policy and public disclosure law.
- Be trained in techniques of self-defense (taser, baton and pepper spray training), detection of weapons, restraint application, escape, and radio communication and emergency procedures.
- Take control of a volatile situation and defend the public against physical attacks from animals.
- Obtain facts of a case and interview and interrogate effectively.
- Greet the public, provide information within scope of authority or refer to appropriate staff.
- Plan/organize work assignments, work under pressure and be flexible in responding to changing priorities.
- Work independently, prioritize work and meet deadlines.
- Read, understand and apply state and municipal statutes and other written communications and have satisfactory writing ability to draft reports, citations and memoranda. Adapt to changes in regulations, policies and laws, and maintain proficiency in required training to adequately perform the duties of the position.
- Exercise sound, reasonable judgment and appropriate discretion.
- Function effectively as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### MINIMUM REQUIREMENTS:

- 21 years of age or older at time of appointment.
- Must pass a criminal background investigation (including fingerprinting), polygraph and psychological exams.
- Must meet the medical certification and physical ability testing requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.
- Employee is required to have/get Hepatitis B and rabies vaccinations upon hire.

#### Experience and Education / Training:

- High school diploma or GED.
- Completion of the Washington State Animal Control Academy and an approved Basic Correction Officers Academy within 6 months of hire.
- Must possess a certificate of completion of Basic Crime Prevention from the Washington State Criminal Justice Training Commission or the ability to successfully complete the course within one year of hire date.

#### Licenses/Certifications:

- Possess a valid Washington State driver's license and an insurable driving record.
- CPR and first-aid certification within 3 months of hire.

#### Preferred:

- Experience providing formal or informal training to individuals or groups.

#### PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles. The employee may be required to work evenings or weekends and is subject to call out at any time of emergency situation.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Preschool Playgroup Instructor Assistant	<b>JOB CLASSIFICATION:</b>	N/A
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Recreation & Tourism Manager
<b>SALARY GRADE:</b>	1	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Non-represented (seasonal position)	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR::</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Under direct supervision, performs routine tasks to assist with instructing a preschool program involving a variety of education elements for children three to five years of age. This is a part-time, seasonal position.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist with coordinating and instructing playgroup activities for children ages three to five including but not limited to class time reading, telling stories, art/craft projects, music/movement and other learning activities.
2. Use available resources to provide a safe, fun and positive environment for the children.
3. Gather and prepare approved program materials.
4. Maintain daily records of attendance, including parent/guardian authorization waiver forms.
5. Report incidents, property damage and injuries involving participants or staff to supervisor.
6. Assist with maintaining a clean and safe learning environment; monitor food intake of children with dietary restrictions.
7. Help ensure safe storage and usage of equipment and supplies; set up and clean up as needed for program activities.
8. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Activities appropriate to the preschool development stages of children.
- Proper grammar and punctuation.
- Music and movement.
- General recreation program procedures.
- CPR and first aid.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the public.
- Communicate effectively, both orally and in writing.

Preschool Playgroup Instructor Assistant, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

- Encourage enthusiasm for learning and exploring through a variety of activities.
- Assist with activities appropriate to the developmental level of children age three to five.
- Work with children with varying skill levels one-on-one and in group settings.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age
- Must be able to pass a criminal history background check.

**Experience and Education/Training:**

- High school diploma or certificate of equivalency (GED), and age appropriate experience working with children, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.

**Preferred:**

- Current child and adult First Aid and CPR certifications and Blood Borne Pathogen training.
- Two years related experience working with children ages three to five years of age in an organized learning program preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Preschool Playgroup Instructor Lead	<b>JOB CLASSIFICATION:</b>	N/A
<b>DEPARTMENT:</b>	Parks & Recreation	<b>REPORTS TO:</b>	Recreation & Tourism Manager
<b>SALARY GRADE:</b>	4	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Non-represented (seasonal position)	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Responsible for planning, coordinating, implementing and leading a preschool playgroup program involving a variety of education elements for children three to five years of age. This is a part-time, seasonal position.

**ESSENTIAL JOB FUNCTIONS:**

1. Plan, organize, implement and lead appropriate playgroup activities for children ages three to five including but not limited to class time reading, telling stories, art/craft projects, music/movement and other learning activities.
2. Use available resources to provide a safe, fun and positive environment for the children.
3. Purchase appropriate program supplies within budget guidelines and supervisor's approval.
4. Meet and communicate with parents as necessary regarding children's individual needs; maintain records of behavioral concerns; discuss concerns with supervisor as appropriate.
5. Maintain daily records of attendance, including parent/guardian authorization waiver forms.
6. Maintain accurate records of incidents, property damage and injuries involving participants or staff and prepare written reports for supervisor when required.
7. Maintain a clean and safe learning environment; monitor food intake of children with dietary restrictions.
8. Ensure safe storage and usage of equipment and supplies; set up and clean up as needed for program activities.
9. Train, schedule and effectively supervise preschool playgroup staff.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Preschool development stages.
- Activities to develop large and small muscle coordination and motor skills.
- Arts and crafts making.
- Proper grammar and punctuation.
- Music and movement.
- Recreation program rules, policies and procedures.
- CPR and first aid.

Preschool Playgroup Instructor Lead, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies and the public.
- Communicate effectively, both orally and in writing.
- Plan and carry out lessons and activities appropriate to the developmental level of children age three to five.
- Encourage enthusiasm for learning and exploring through a variety of activities.
- Provide leadership to Preschool Instructor Assistants.
- Work independently and manage multiple tasks with attention to detail and with limited direct supervision.
- Work with children with varying skill levels one-on-one and in group settings.
- Work in a noisy environment with frequent interruptions.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be able to pass a criminal history background check.

**Experience and Education/Training:**

- High school diploma or GED and have age-appropriate experience working with children, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.

**Preferred:**

- Current child and adult First Aid and CPR certifications and Blood Borne Pathogen training.
- Two years related experience working with children ages three to five years of age in an organized learning program preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Project Engineer	<b>JOB CLASSIFICATION:</b>	Engineer
<b>DEPARTMENT:</b>	Engineering	<b>REPORTS TO:</b>	Public Works Director
<b>SALARY GRADE:</b>	18	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Under the supervision of the Public Works Director, the Project Engineer serves as an in-house professional engineer who assists in preparation of designs, plans and estimates for capital improvement projects and the review of land development proposals within established civil engineering practices and procedures. The position is responsible for a variety of engineering tasks such as design, construction, review and inspection of roadway and surface water capital improvement projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Perform project management activities as assigned; support all phases of City capital improvements from scoping through design, bidding and construction.
2. In-house preparation of plans, specifications and estimates (PS&E), design, construction inspection of roadway, surface water, traffic and park improvements.
3. Review work products on capital projects requiring outside consulting assistance; participate in the selection of consultants; negotiate and monitor contracts and services of outside firms to assure compliance; and recommend use of and/or approval of payments to consultants.
4. Provide technical guidance for operational issues on the City's streets and surface water systems.
5. Provide written and verbal reports as necessary on projects and contracts; present reports to outside groups, City Manager, commissions or others as needed.
6. Review and comment on application materials and engineering plans for private commercial and residential land development projects within the City or Municipal Urban Growth Area for traffic impacts, compliance with roadway and drainage standards, maintenance and constructability. Inspect and/or coordinate inspection of private developments.
7. Meet with citizens and citizen groups, home owners associations and business associations as necessary to respond to inquiries, complaints, and requests from property owners and the general public.
8. Document, research and respond to citizen inquiries related to drainage and roadway issues.
9. Implement and manage NPDES permit requirements such as: public education and outreach, public involvement and participation, illicit discharge detection, controlling runoff from development/construction, NPDES annual report preparation.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Project Engineer, Rev 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- Principles and practices of civil engineering with an emphasis on design of roadway and stormwater projects.
- Capital project management in a municipal environment.
- Federal, state and local laws relating to civil engineering, municipal projects and environmental protection.
- Typical residential and commercial land development review processes and construction practices.
- Applicable laws, codes, regulations, policies and procedures associated with municipal project design and construction, including but not limited to, WSDOT standard specifications and design/construction standards, public bidding procedures and environmental review requirements.
- Correct English usage, grammar and vocabulary at the college graduate level.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Prepare plans, specifications and estimates required for capital improvement program projects.
- Prepare concise, well-documented reports and related visual materials to ensure fulfillment of project objectives and compliance with codes.
- Utilize a variety of computer applications, including Microsoft Office programs and AutoCAD software.
- Multi-task and manage a variety of concurrent projects and tasks.
- Perform difficult and complex engineering mathematical computations.
- Communicate effectively both orally and in writing.
- Plan, organize and lead complex projects. Make verbal presentations and lead meetings.
- Meet schedules, budgets, commitments and deadlines.
- Interpret, apply and explain codes, rules regulations, policies and procedures.
- Prepare, assemble and analyze technical information related to land use proposals, studies and decisions.
- Establish and maintain effective working relationships with a wide variety of people, including the general citizenry, special interest groups, appointed and elected officials and staff.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- Bachelor of Science in Civil Engineering or a related field, and at least two years of applicable experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Be currently certified as an Engineer-In-Training in the State of Washington.
- Valid Washington State driver's license and an insurable driving record, or ability to obtain them within one (1) month of hire.

**Preferred:**

- Two years working with or for a local government.
- Competent with AutoCAD software.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Project Engineer, Rev 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Public Works Supervisor	<b>JOB CLASSIFICATION:</b>	Supervisor
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	PW Director
<b>SALARY RANGE:</b>	17	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: <u>CM:</u></b>	<b>date:</b> _____
		<b>Approvals: <u>HR:</u></b>	<b>date:</b> _____

**GENERAL DESCRIPTION:**

Supervises City maintenance operations including, but not limited to, planning, organizing, prioritizing, scheduling, assigning and evaluating work to be completed by City personnel and contractors in the public right-of-way, City streets, parks, facilities, City owned land and private property which directly affects public rights-of-way.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage the operations of the Public Works Maintenance Division. Provide leadership and supervision to subordinates. Recruit, select, train and evaluate subordinates' job performance. Provide technical assistance to staff as needed; provide or oversee staff development in areas of functional specialization.
2. Manage division's budget, staff resources, materials, facilities and time to ensure the efficient and effective operation of the division. Prepare and administer the division's budget and work program. Perform cost control activities and monitor all fiscal operations of the division.
3. Troubleshoot and analyze City, contractor and citizen problems related to public works maintenance issues and determine corrective action. Work with citizens, City staff, contractors, developers and other public and private entities to resolve/negotiate/mediate issues.
4. Manage the maintenance of City building facilities, streets, parks, drainage facilities, buildings and rights-of-ways using City maintenance staff or contractors. Evaluate, monitor and assure quality of work.
5. Coordinate maintenance work performed under Interlocal Agreements with Snohomish County, the Washington State Department of Transportation and other agencies.
6. Serve as a project manager on maintenance-related minor capital projects, including preparing cost estimates, contract documents, bidding, inspection, payments, contract administration, project acceptance and closeout.
7. Manage the maintenance of the Public Works and general City fleet and power equipment. Determine equipment needs, specifications and maintenance schedules. Prepare bids and select vendors for equipment maintenance.
8. Provide and coordinate service requests and maintenance for tenants in leased City facilities.
9. Coordinate with City departments for special event support.
10. Coordinate maintenance response to emergencies.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Basic principles and practices of commercial building construction, maintenance and repair, construction management, risk management and contract management.
- Principles of building facility maintenance and maintenance contracting.
- Principles of landscape management including landscape maintenance, irrigation management and maintenance, Integrated Pest Management practices and knowledge of ornamental plant and turf management.
- MUTCD (Manual on Uniform Traffic Control Devices).
- Principles and practices of leadership, teambuilding, personnel management and supervision.
- Applicable state and federal rules, regulations and legislation relating to municipal public works maintenance operations, contracting and safety.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Prepare annual operations budget, monitor department expenses and prepare cost estimates for construction or maintenance of parks, streets and facilities.
- Communicate effectively, both orally and in writing. Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, contractors, vendors, suppliers and the general public.
- Demonstrate leadership, promote teamwork, accountability and service excellence within the department.
- Manage multiple projects and/or tasks at any given time; manage time effectively and be flexible.
- Schedule minor capital construction projects, preventive maintenance, inspections and ongoing maintenance for streets, parks, buildings and drainage facilities; select, monitor and schedule maintenance contractors.
- Read and interpret plans, specifications, maps, engineering drawings, property descriptions, codes and architectural and landscape plans.
- Select appropriate materials, supplies, tools and equipment for various public works projects.
- Operate a variety of construction and maintenance vehicles, equipment and power tools and instruct subordinates on their use; operate a variety of computer software applications including Microsoft Office.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- High school diploma or GED and at least five years of experience in facilities and/or infrastructure maintenance. Three years of supervisory experience, three years of experience operating power equipment and tools required for construction and/or maintenance; or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Possession of a valid Washington State driver's license and an insurable driving record or ability to obtain them within one month of hire.
- Possession of a valid Washington State Department of Agriculture Pesticide Applicator's license or ability to obtain within six months of hire.

**Preferred:**

- Experience in project management.
- Experience in public sector contracting.
- Experience working in a union environment.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Recreation & Tourism Manager	<b>JOB CLASSIFICATION:</b>	Manager
<b>DEPARTMENT:</b>	Recreation/Tourism Division	<b>REPORTS TO:</b>	Comm/Economic Development Director
<b>SALARY GRADE:</b>	18	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Manages, develops, implements and evaluates comprehensive year-round recreation, educational and leisure programs and services and special events for various age groups in the community.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage, implement and administer a comprehensive recreation/tourism program for the community. Coordinate efforts with various other City departments. Review, analyze, and recommend short and long-range plans to enhance/improve programs. Develop and implement a tourism marketing and public relations strategy. Conduct meetings and public outreach efforts.
2. Develop, recommend, monitor, and administer annual budget for the Recreation and Tourism Division based on staffing and resources requirements, individual program costs and City objectives and goals. Research alternative funding sources and write grant proposals. Manage consultant contracts. Assist Director with implementation of a marketing campaign and provide recommendations for tourism capital projects.
3. Provide leadership for Recreation and Tourism Department staff; contract recreation instructors and seasonal/temporary employees.
4. Develop and implement operational procedures and policies for recreation programs, facility use, instruction, budgeting, and program promotion. Develop and recommend risk management policies and practices for recreation programs. Respond to inquiries, requests and concerns regarding recreation programs; negotiate resolution to concerns.
5. Prepare data analyses, reports and recommendations for the Community and Economic Development Director and the City Manager. Make presentations as needed.
6. Promote City recreation programs and facilities, events and activities through a variety of public information resources such as newspapers, newsletters, television, social media, etc. Make presentations to various community groups regarding community recreation opportunities.
7. Develop and maintain working relationships and marketing partnerships with other organizations, such as community groups, nonprofit, school district and commercial recreation service providers as needed to provide recreation services, organize special events and meet long-term community recreation needs.
8. Negotiate and administer professional service and instructor contracts; coordinate the use of schools, private and other facilities for recreation and City use.
9. Provide staff support to the Arts and Beautification Board and other citizen advisory groups as appropriate.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

Recreation & Tourism Manager, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Tourism & marketing philosophy, practices and techniques related to municipal recreation services.
- Recreation program needs and opportunities for broad-based community recreation program.
- Risk management practices in recreation programming.
- Accounting and financial practices related to departmental operations and budgeting.
- Management theory and practice.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Administer, plan, organize and implement diverse, year-round community recreation programs for various age groups.
- Develop and administer division budget.
- Recruit, train, supervise, motivate and evaluate staff, recreation instructors and other seasonal/ temporary recreation employees and volunteers.
- Negotiate and administer professional service contracts.
- Develop a productive working relationship with a variety of individuals, staff, organized interest groups and citizen advisory groups.
- Communicate effectively, both verbally and in writing.
- Gather, analyze and present statistical information used in program evaluation.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

## MINIMUM REQUIREMENTS:

### **Experience and Education/Training:**

- Bachelor's degree in Tourism, Marketing, Public Relations, Recreation Administration or a related field and at least three years of recent work experience in recreation programming, including program design and implementation, supervision and budgeting, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

### **Licenses/Certifications required:**

- Must possess and maintain a valid Washington State driver's license and an insurable driving record.
- CPR and Basic First Aid certification or the ability to obtain it within three months of hire.

### **Preferred:**

- Experience in public sector recreation programming is desirable.

## PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Recreation & Tourism Coordinator	<b>JOB CLASSIFICATION:</b>	Administrative Coordinator
<b>DEPARTMENT:</b>	CED, Parks & Rec Division	<b>REPORTS TO:</b>	Recreation & Tourism Manager
<b>SALARY GRADE:</b>	13	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Plans, implements, facilitates and promotes City sponsored programs and special events. Develops, implements and maintains volunteer resources, programs and activities. Assists in the maintenance and evaluation of a year-round recreation program which includes classes, community events, sports leagues and camps.

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes and facilitates City sponsored community recreational activities and events. Develops plans and service contracts; develop and propose budgets for programs and events. Facilitates City's involvement in privately sponsored events.
2. Participates in supervision, coordination and implementation of recreation classes and programs.
3. Assists and arranges for facilities, timing, set-up and take-down. Attends volunteer events and participates in volunteer projects. Maintain and post reservation schedule for City recreational facilities and annual event calendar.
4. Promotes volunteer programs and assists with marketing of programs/events including creating flyers; distribution of flyers, brochures and posters; composing press releases. Recruit and secure sponsors.
5. Creates and maintains databases, metrics and performance indicators; generates reports as needed. Provides administrative support for volunteer programs, activities and community events. Suggest program improvements and enhancements.
6. Assists with solicitation of donations and sponsors for recreation programs and events.
7. Responsible for development and management of the City's organizational volunteer programs. Work with managers to coordinate departmental needs and goals for volunteer/intern resources. Identify job duties, training needs and training plans for volunteers and develop recruiting strategy and process. Act as liaison with representatives of schools and other outside organizations.
8. Assists with annual recruitment and selection of volunteers.
9. Assists with supervision and scheduling of part-time and seasonal staff, contract instructors and volunteers including scheduling and processing contract payment forms.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Leadership qualities and instruction skills.
- Recreation program rules, policies, and procedures.
- Basic operations, services and activities of a city recreation program.
- Methods and techniques of planning, organizing and supervising recreation programs.
- Modern office procedures, methods and equipment, including computers.
- Computer applications such as MS Office, databases, publishing applications and graphic design.
- Social media and other types of communications tools and alternatives.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work flexible hours as needed to accommodate program and activity requirements.
- Plan and prioritize in order to meet critical deadlines in a fast paced work environment.
- Relate positively to parents, public, volunteers, students and staff in a pleasant and courteous manner.
- Communicate effectively orally and in writing; understand and execute written and verbal instructions.
- Make public presentations.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.
- Work independently and in an open office team setting as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff and the general public.

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be able to pass a criminal history background check.

**Experience and Education / Training:**

- A four-year degree in recreation, leisure studies or related field along with two years of experience working in recreation, or a minimum of four years paid experience in a related field, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.

**Licenses/Certifications:**

- CPR and Basic First Aid certification or the ability to obtain it within three months of hire.
- Must possess and maintain a valid Washington State driver's license and an insurable driving record.

**Additional requirements (if any):**

- Must work occasional evenings and weekends as needed.

**Preferred:**

- Project management experience.
- Event coordination experience.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Accountant	<b>JOB CLASSIFICATION:</b>	Exempt Professional
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>SALARY GRADE:</b>	18	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ date: _____
		<b>Approvals: HR:</b>	_____ date: _____

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**GENERAL DESCRIPTION:**

Performs complex accounting activities requiring full professional competency. Interpret and use professional judgment to apply applicable accounting standards in compliance with BARS (Budgeting Accounting Reporting System). Prepares a variety of reports, statements and documents for financial projects. Prepare, maintain, balance and analyze financial data. Responsible for completion of all assigned accounting and finance functions and projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Monitor and analyze revenue and expenditure accounts. Maintain general ledger accounting system and prepare journal entries as necessary.
2. Designs or modifies existing systems or processes to efficiently provide records of assets, liabilities and financial transactions of the City.
3. Responsible for the content and publication of the City's Annual Financial Report; establish timelines, coordinate City-wide financial data, review data, validate information, investigate/resolve discrepancies.
4. Maintain schedules for major accounting processes, such as long-term debt, mitigation, equipment replacement and fixed assets.
5. Maintain timely and accurate reconciliation of cash accounts per general ledger and bank statements.
6. Serve as City liaison to the State Auditor's office; responsible to coordinate, facilitate, plan and provide information for the annual State audit.
7. Research, analyze and accurately interpret complex issues and technical information, make logical conclusions based on analysis and utilize information to independently make recommendations, formulate judgments and initiate or complete action.
8. Recommends policies and procedures to ensure compliance with accounting practices, laws and regulations; audits financial records for completeness and conformance to policies and procedures.
9. Assist with surface water payment process, batching and balancing customer receipts and review of accounts receivable aging reports.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Senior Accountant, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- The principles, practices and techniques of governmental accounting.
- Accounting and budgeting principles related to municipal organizations in accordance with BARS.
- Microsoft Office applications, including Excel at an intermediate to advanced level.
- Automated accounting software systems.
- Personal computers and office equipment.
- Applicable City, State and federal rules, regulations and legislation relating to the City's financial operations and conduct of official City business.
- Internal control standards.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use independent, professional judgment to interpret laws and regulations, assure accounting procedure and practices compliance, make sound recommendations and/or implement appropriate accounting mechanisms.
- Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint, and Access to perform and present financial information and analyses. Use, understand, assess and implement complex automated financial information systems.
- Accurately assess financial system needs and implement procedures for efficient financial management.
- Prepare clear, concise and comprehensive financial, statistical, and narrative reports.
- Obtain and verify data, perform analysis and make recommendations. Perform internal control checks.
- Perform complex financial, statistical, budgetary and cost analyses.
- Understand, interpret and apply legal and financial documents, rules and regulations.
- Perform a variety of mathematical and statistical calculations quickly and accurately.
- Maintain sustained attention to detail and accuracy and work under the pressure of rigid deadlines.
- Communicate detailed accounting information clearly and concisely.
- Work independently with general instructions; organize work for maximum efficiency.
- Participate as a contributing member of a service-oriented team.
- Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, vendors, and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- A four (4) year degree in accounting plus three (3) years of municipal accounting experience, or any combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses/Certifications required:**

- Must be bondable.

**Preferred:**

- 4 - 5 years municipal accounting experience.
- SQL query skills.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Passport Technician	<b>JOB CLASSIFICATION:</b>	Sr. Customer Service Representative
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>SALARY GRADE:</b>	9	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

This position performs the customer service and administrative duties of the Passport Technician (Acceptance Agent on behalf of the U.S. Department of State to execute the passport application). In addition, the Senior Passport Technician is responsible for providing leadership, support and operational oversight of the Passport function.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide leadership and oversight within the Passport function. This may include: development and monitoring of staff schedule, employee training, implementation of new departmental procedures, troubleshooting complex customer service issues and auditing for process compliance. This position also acts as liaison between departmental staff and the department director.
2. Ensure that working processes and procedures are documented and communicated to staff. Manage departmental supply inventory; keep current with all pertinent regulations and directives, ensuring communication of changes with director and departmental staff.
3. Act as Acceptance Agent on behalf of the U.S. Department of State to accept (or execute) the passport application and to ensure all materials needed to process the applications are correctly submitted and enclosed. Provide information regarding the passport application process and traveling requirements.
4. Review applications and other applicable documents for completeness, signature, affirmation of truthfulness, verification of applicant's identity and presence of required photographs and fees.
5. Take, print and crop passport photos according to required specifications.
6. Submit an observation checklist with applications that require further scrutiny by the passport office.
7. Receive and accurately process payments for passport services, issue receipts, make change and balance cash drawer.
8. Greet the public in person and over the phone; provide information regarding the passport application process and traveling requirements.
9. Assist with clerical and office tasks and projects as directed.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sr. Passport Technician, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Knowledge of:**

- General office practices and procedures.
- Cash receipting and reconciliation procedures.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Demonstrate accuracy and a very strong attention to detail.
- Problem-solve and make decisions.
- Operate a variety of computer software applications, including word processing and data base.
- Operate a digital camera, printer and 10-key calculator.
- Examine documents for authenticity and acceptability; read/understand documents that contain very small print.
- Maintain confidentiality and security of information.
- Prioritize work and meet deadlines.
- Follow established office procedures.
- Communicate information effectively, both verbally and in writing.
- Work effectively with members of diverse cultures and overcome language barriers.
- Work as part of a team; establish and maintain effective working relationships with co-workers and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

- High school diploma or equivalent

**Experience and Education/Training:**

- High school diploma or GED and at least 1 year of experience as a Passport Technician, including some leadership or supervisory responsibilities, and 2-3 years customer service experience working directly with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Additional requirements (if any):**

- Proof of United States Citizenship or U.S. national.
- Must be approved by the Department of State.
- Must be able to pass a criminal background investigation (including fingerprinting and credit report).
- Ability to successfully complete within 30 days, and maintain annual re-certification of, an official Passport Application Acceptance course which includes an annual criminal history check.

**Preferred:**

- Bilingual, or the ability to understand and to make one's self understood in a second language is highly desirable.
- Previous experience working with passport applications.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Planner	<b>JOB CLASSIFICATION:</b>	Exempt Professional
<b>DEPARTMENT:</b>	Community & Economic Development	<b>REPORTS TO:</b>	Community & Economic Dev. Director
<b>SALARY GRADE:</b>	18	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b>	_____ <b>date:</b> _____
		<b>Approvals: HR:</b>	_____ <b>date:</b> _____

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**GENERAL DESCRIPTION:**

Performs long-range and operational planning functions, including preparation of Comprehensive Plan amendments and development of regulations to implement Comprehensive Plan policies consistent with the Washington State Growth Management Act. Manages short and long term development and planning projects and processes.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepares and/or updates Comprehensive Plan elements, policies, maps, development regulations and other codes consistent with applicable state laws; interprets and applies the City's Comprehensive Plan policies and development regulations to land use and development applications. Monitors progress of approved developments to ensure compliance with adopted conditions of approval.
2. Serves as City contact with applicants for land use proposals, including rezones, sub-divisions, binding site plans and other land use proposals. Administers the appropriate City policies, codes and regulations related to development proposals.
3. Conducts a wide variety of planning studies requiring extensive data collection analysis and preparation of narrative reports and recommendations; conducts environmental reviews and prepares resulting determination and documents.
4. Prepares and presents written and verbal staff reports and recommendations on myriad land use and development related issues to planning commission and other advisory boards.
5. Participates in the regional GMA planning process, including serving on various inter-jurisdictional committees.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles and practices of urban planning, including zoning and subdivision code development and administration.
- Principles and practices of land use, transportation, capital facilities, parks, architectural/landscape/urban design, environmental and neighborhood design planning.
- Land development and construction processes.
- Federal, state, and local laws relating to planning, zoning, subdivision and annexation requirements, including the State Environmental Policy Act, Growth Management Act and the Mill Creek Municipal Code.
- Processes and procedures of the Boundary Review Board.

Senior Planner, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours; attend evening meetings as needed.
- Read and interpret land use plans and maps, including landscape plans, site plans, grading plans, topographic maps, elevations and zoning maps.
- Evaluate planning proposals/projects relative to adopted City policies and codes and formulate recommendations.
- Prepare, assemble and analyze technical information related to land use proposals, studies and decisions.
- Prepare well-written, concise, organized, and well-supported business correspondence, reports and visual materials.
- Present technical information in a manner understandable to lay people and respond to questions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff and the general public.
- Use basic computer programs, such as word processing, presentation, spreadsheet, database and Geographic Information System (GIS).
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education / Training:**

- A Bachelor's degree in urban and regional planning or related field and four years of experience in both long range and current planning (a Master's degree in a related field may substitute for one year of work experience), or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications:**

- Must possess a valid Washington State driver's license and insurable driving record or have ability to obtain them within three months of hire.
- Membership in AICP is highly desirable.

**Preferred:**

- Five years of increasingly responsible experience in a local government planning department.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Project Manager	<b>JOB CLASSIFICATION:</b>	Manager
<b>DEPARTMENT:</b>	Executive	<b>REPORTS TO:</b>	City Manager
<b>SALARY GRADE:</b>	TBD	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

This position provides skilled technical and management functions and services related to complex capital projects. Responsible for conception, planning, design, management, commissioning and evaluation of construction/capital improvement projects for City buildings; may lead project teams.

**ESSENTIAL JOB FUNCTIONS:**

1. Manages and administers capital projects for City building facilities and parks. Act as point of contact and liaison for assigned projects.
2. Develops, recommends, monitors, and administers the capital budget for City building facilities. Researches and evaluates alternative building facility systems to determine the capital and operational costs.
3. Solicits and evaluates proposals; prepares and monitors design and construction contracts; manages construction and commissioning.
4. Researches, evaluates and recommends options for utility franchises.
5. Oversees Waste Management franchise.
6. Researches grant opportunities and works with appropriate staff to write the applications and administer awarded grants as appropriate.
7. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Project management theory and applications.
- Construction, municipal codes, organizational goals and philosophy.
- Municipal administration and budgeting.
- Risk management practices.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Develop and administer capital project budgets.
- Negotiate and administer professional service contracts.

Senior Project Manager, Rev. 9-2016

- Develop a productive working relationship with a variety of individuals, staff, City Council, organized interest groups and citizen advisory groups.
- Problem-solve, research and make effective decisions.
- Make presentations and facilitate productive discussion.
- Communicate effectively, both verbally and in writing.
- Gather, analyze, and present statistical information used in program evaluation.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Bachelor's degree in Engineering, public administration, construction management or a related field, and at least five years of work experience in capital project management, preferably in a public sector environment, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Must possess and maintain a valid Washington State driver's license and an insurable driving record.

**Preferred:**

- Registration in the State of Washington as a Professional Engineer.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

\*See the attached questionnaire for position specific physical requirements and typical working conditions.

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Supervising Engineer	<b>JOB CLASSIFICATION:</b>	Senior Engineer
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Director of Public Works
<b>SALARY GRADE:</b>	21	<b>FLSA EXEMPT:</b>	Yes
<b>REPRESENTATION:</b>	Non-represented	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Assists the Director of Public Works with implementing the functional areas of transportation and traffic engineering, surface water management, development review and capital projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Project management of all phases of City capital projects from scoping through construction for roadway, surface water, traffic and park improvements.
2. Assist with updates to the 6 year Transportation Improvement Program and the Capital Facilities Plan.
3. Review work products on capital projects requiring outside consulting assistance; participate in the selection of consultants; negotiate and monitor contracts and services of outside firms to assure compliance; approve or recommend approval of payments to consultants.
4. Provide work direction and guidance to other personnel on City projects as needed; provide project leadership and quality control on projects requiring City personnel; and establish and maintain project schedules and activities.
5. Provide technical guidance for operational issues on the City's streets and surface water systems.
6. Provide written and verbal reports as necessary on projects and contracts; present reports to outside groups, City Manager, commissions or others as needed.
7. Review and comment on application materials and engineering plans for private land development projects within the City or Urban Growth Area using appropriate standards; inspect and/or coordinate inspection of private development projects.
8. Assist with the processing and inspection of Right-of-Way Use permits and coordinate construction activities with contractors and utilities.
9. Meet with citizens and citizen groups, home owner's associations and business associations as necessary to respond to inquiries, complaints and requests.
10. Supervise and mentor Project Engineers, including hiring, training and performance evaluation.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles and practices of civil engineering with an emphasis on street design, traffic operations, surface water management, capital improvements and land development.

Assistant City Engineer, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

- Capital project management in a municipal environment for street, parks and facility projects.
- Technical specialties within engineering discipline appropriate to municipal public works and facilities.
- Current engineering methods as applied to the design, project management and construction of public works, public utilities, transportation and general construction.
- Applicable laws, codes, regulations, policies and procedures; SEPA and/or NEPA environmental review requirements associated with municipal public works design and construction.
- Correct English usage, grammar and vocabulary at the college graduate level.
- Current MS Office software applications and other software packages necessary to perform job duties.
- Federal, state and local laws relating to civil engineering, public works and environmental protection.
- Federal, state and local laws relating to planning, zoning, subdivision and annexation requirements, including the State Environmental Policy Act, Growth Management Act and the Mill Creek Municipal Code.
- Typical residential and commercial land development processes and construction practices.

#### Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Provide leadership to engineering staff; provide direction and guidance to other personnel on project teams.
- Research, review and recommend revisions to City policies and municipal code related to public works.
- Perform difficult and complex engineering mathematical computations.
- Design and evaluate engineering projects to assure fulfillment of project objectives and compliance with codes.
- Research, compile and analyze statistical and technical information and other pertinent data.
- Prepare and obtain state and federal permits required for capital improvement program projects associated with municipal public works and facilities. Prepare concise, well-documented reports and related visual materials.
- Communicate effectively both orally and in writing.
- Plan, organize and lead complex projects. Make verbal presentations and lead meetings.
- Meet schedules, budgets, commitments and deadlines.
- Interpret, apply and explain codes, rules regulations, policies and procedures.
- Maintain records and prepare comprehensive reports; read/interpret various types of land use plans and maps.
- Prepare, assemble, and analyze technical information related to land use proposals, studies and decisions.
- Establish and maintain effective working relationships with a wide variety of people, including the general citizenry, special interest groups, appointed and elected officials and staff.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### MINIMUM REQUIREMENTS:

##### Experience and Education/Training:

- Bachelor of Science in Civil Engineering or a related field and at least six years of applicable experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

##### Licenses/Certifications required:

- Must be currently licensed as Professional Engineer in the State of Washington or currently licensed in another state and be eligible for licensure in Washington by comity within 120 days of hire.
- Valid Washington State driver's license and an insurable driving record, or ability to obtain them within one (1) month of hire.

##### Preferred:

- Eight to ten years working for a local government.

#### PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

Assistant City Engineer, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**CITY OF MILL CREEK**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Surface Water Program Specialist	<b>JOB CLASSIFICATION:</b>	Engineering Technician
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Supervising Engineer
<b>SALARY GRADE:</b>	14	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	AFSCME	<b>Approvals: CM:</b> _____	<b>date:</b> _____
		<b>Approvals: HR:</b> _____	<b>date:</b> _____

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**GENERAL DESCRIPTION:**

Under the direction of the City Engineer, implements the City's NPDES Phase II Municipal Stormwater Permit and other regulatory compliance obligations such as the North Creek Total Daily Maximum Load (TDML) and 2005 Chinook Salmon Conservation Plan for Water Resource Inventory Area (WRIA) #8. Assists Supervising Engineer in all aspects of public works and civil engineering with an emphasis on surface water management.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepare and maintain stormwater facility inventory tracking system; work with other City staff to update, maintain and manage the City's mapping and plan systems; collect public infrastructure information from "as-built" drawings and in the field; input information into a computer database and mapping systems.
2. Prepare and maintain regular maintenance schedule for all City stormwater facilities. Prepare and manage contracts for stormwater facility maintenance work.
3. Perform water quality and hydrology sampling in field as required for North Creek TMDL from Department of Ecology.
4. Perform field inspection of public and private stormwater facilities, including confined space areas.
5. Assist the public both in person and over the telephone by responding to surface water inquiries.
6. Assist City Engineer in the preparation and maintenance of the City's development standards, specifically those related to stormwater.
7. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Current Department of Ecology Stormwater regulations for Western Washington and NPDES stormwater permit requirements.
- Principles and practices of civil engineering and public works projects, specifically concepts, materials and equipment related to stormwater facilities.

Surface Water Program Specialist, Rev. 9-2016  
DRAFT FOR BUDGET PRESENTATION ONLY

**Ability to:**

- Maintain regular, predictable and reliable attendance during normal business hours.
- Perform basic mathematic operations.
- Read and interpret engineering plans and understand specifications.
- Work outdoors when required.
- Competent with a variety of computer software applications, including Microsoft Office programs, AutoCAD, and GIS (ArcView) software.
- Communicate effectively, both verbally and in writing.
- Work as part of a team; establish and maintain effective working relationships with co-workers and the public.
- Perform drafting as related to construction and public works projects.
- Organize and maintain a variety of ongoing and concurrent tasks.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Associate Degree in Civil Engineering Technology and three years of civil engineering related experience, including at least one year of experience with an AutoCAD and/or GIS system, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Must possess valid Washington State driver's license and insurable driving record or ability to obtain one within three months of hire.
- Certification as an Erosion and Sediment Control Lead (CESCL), or ability to obtain within twelve months of hire.

**Preferred:**

- National Certification in Engineering Technologies.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

2016 Salary Data - Cities and Towns												
JOB TITLE: Clerical - Entry Level (Passports - CSR job class)								JOB CODE: 200		Comp-ratio	Comments	
Summary Job Description: Performs a variety of routine clerical duties, including typing and word processing, filing, answering phones, and distributing mail, following specific procedures or under close direction from a higher-level employee. Operates a variety of office machines, including photocopier, fax machine, and postage equipment. Uses a personal computer to enter, retrieve, and verify standard data. Typically requires minimal general office experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Anacortes (16,580)	Department Secretary I	3,427	3,642	3,857			40	1	U	2		
Bonney Lake (20,000)	Administrative Specialist I	3,225	3,709	4,192			40	0	U	2		
Covington (18,750)	Management Assistant	3,446	3,781	4,116			40	1	NU	2		
Kenmore (22,320)	Receptionist	2,948	3,510	4,071			40	1	NU	2		
Maple Valley (24,790)	Administrative Assistant I	3,378	3,802	4,226			40	2	NU	2		
Monroe (18,120)	Administrative Aide	2,687	3,059	3,430			40	1	U	2		
Tumwater (23,040)	Secretary I	2,981	3,306	3,631			40	2	NU	2		
Average:		3,156	3,544	3,932								
Mill Creek	Passport Technician	3,166	3,666	4,166	grade 7						1.03	High - move to grade 6.
Mill Creek	Passport Technician	3,015	3,491	3,967	grade 6						0.99	Better placement.
Mountlake Terrace (21,090)	Clerk I	1,950	2,219	2,487			40	3	NU	2		Excluded - too far off the norm.
Mukilteo (21,070)	Department Assistant				2,163		20	1	U	2		Excluded - flat rate only.

2016 Salary Data - Cities and Towns											
JOB TITLE: Police Records Clerk (Records Tech - SR CSR job class)								JOB CODE: 302		Comp-ratio	Comments
Summary Job Description: Performs a variety of specialized clerical duties to support police department operations. Maintains and updates computerized police records, issues permits and licenses, prepares reports. May receive certain types of crime and citizen reports and respond to requests for routine police information from the public. May process, identify and record found property and case evidence.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	Mid	High							
Anacortes (16,580)	Records Support Clerk	4,139	4,399	4,659			40	3	U	2	
Arlington (18,620)	Police Services Technician	3,853	4,440	5,027			40	3	U	2	
Bonney Lake (20,000)	Police Records Clerk	3,796	4,158	4,520			40	3	U	2	
Mountlake Terrace (21,090)	Police Records Specialist					NS	40	3	U	2	
Mukilteo (21,070)	Support Services Technician	3,817	4,229	4,640			40	2	U	2	
Tumwater (23,040)	Police Records Clerk	3,371	3,740	4,108			40	1	NU	2	
Average:		3,795	4,193	4,591							
Mill Creek	Records Tech	3,490	4,042	4,593	grade 9					2	
Mill Creek	Records Tech	3,665	4,244	4,823	grade 10					2	
										1.01	

2016 Salary Data - Cities and Towns											
JOB TITLE: Administrative Secretary (Admin Asst - PD, PW)								JOB CODE: 230		Comp-ratio	Comments
Summary Job Description: Independently performs a variety of responsible secretarial and administrative duties typically required by a department head. Requires an advanced ability to use office software and extensive knowledge of the department's services, policies, and practices. Types, proofreads, and edits content of documents; schedules meetings. Using initiative and independent judgment, relieves superior of administrative details. May direct the work activities of lower classified clerical employees. Typically requires 3-4 years experience.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	Mid	High							
Anacortes (16,580)	Administrative Assistant	4,341	4,614	4,886			40	4	U	2	
Arlington (18,620)	Administrative Specialist	3,853	4,440	5,027			40	2	U	2	
Bonney Lake (20,000)	Administrative Specialist IV	4,167	4,793	5,418			40	1	U	2	
Mountlake Terrace (21,090)	Administrative Assistant	3,746	4,214	4,682			40	3	NU	2	
Mukilteo (21,070)	Senior Department Assistant	4,013	4,446	4,878			40	2	U	2	
Tumwater (23,040)	Administrative Assistant	4,425	4,908	5,391			40	3	NU	2	
Average:		4,091	4,569	5,047							
Mill Creek	Admin Asst	3,848	4,456	5,064	grade 11					2	
Mill Creek	Admin Asst	4,041	4,680	5,318	grade 12					2	
										0.98	
										1.02	

2016 Salary Data - Cities and Towns										
JOB TITLE: Executive Secretary (Exec Assistant - Admin Spec job class)						JOB CODE: 242		Comp-ratio		Comments
Summary Job Description: Performs administrative support of a highly complex and responsible nature to the chief administrative officer and/or elected body. Exercises independent judgment to prepare correspondence, arrange meetings, and prepare reports and other official materials. Exercises considerable discretion in processing important and highly confidential information. May supervise clerical support staff. Typically requires 4-5 years experience.										
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match
		Low	Mid	High						
Anacortes (16,580)	Executive Assistant	4,545	4,830	5,115			40	1	NU	2
Arlington (18,620)	Executive Assistant	4,402	5,073	5,744			40	2	NU	2
Bonney Lake (20,000)	Executive Assistant	4,995	5,589	6,182			40	0	NU	2
Kenmore (22,320)	Executive Assistant	4,278	5,093	5,908			40	1	NU	2
Maple Valley (24,790)	Executive Assistant	5,095	5,675	6,254			40	1	NU	2
Monroe (18,120)	Executive Assistant	4,743	5,398	6,053			40	1	NU	2
Mountlake Terrace (21,090)	Executive Assistant	4,557	5,127	5,697			40	0	NU	2
Mukilteo (21,070)	Executive Assistant	5,293	5,864	6,434			40	1	NU	2
Average:		4,739	5,331	5,923						
Mill Creek	Admin Asst	3,848	4,456	5,064	grade 11					0.84
Mill Creek	Admin Asst	4,041	4,679	5,318	grade 12					0.88
Mill Creek	Admin Asst	4,243	4,913	5,583	grade 13					0.92
Mill Creek	Admin Asst	4,455	5,159	5,862	grade 14					0.97

0.84 Incumbent's current grade.  
0.88  
0.92  
0.97 Reclass to grade 14 as Admin Spec.

2016 Salary Data - Cities and Towns												
JOB TITLE: Accountant - Senior (Sr. Accountant)						JOB CODE: 512					Comp-ratio	Comments
Summary Job Description: Performs complex accounting activities requiring full professional competency. Recommends policies and procedures; analyzes and audits financial records for completeness and conformance to policies and procedures. Designs new systems or modifies existing systems to provide records of assets, liabilities, and financial transactions of the jurisdiction. Prepares a variety of complex reports, statements, and documents for major financial projects. Typically requires a four year accounting degree and 3-5 years experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Anacortes (16,580)	Senior Accountant	6,291	6,686	7,081			40	1	NU	2		
Bonney Lake (20,000)	Senior Accountant	5,826	6,518	7,210			40	1	NU	2		
Covington (18,750)	Senior Accountant	6,352	6,968	7,583			40	1	NU	2		
Maple Valley (24,790)	Senior Financial Analyst	5,580	6,282	6,984			40	1	NU	2		
Mukilteo (21,070)	Accounting Manager	5,964	6,607	7,249			40	1	NU	2		
Tumwater (23,040)	Accountant	4,650	5,157	5,663			40	1	NU	2		
Average:		5,777	6,369	6,962								
Mill Creek	Senior Accountant	5,415	6,271	7,126 grade 18							0.98 Good	

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Accountant - Journey (Accountant - Admin Prof job class)								JOB CODE: 510				
Summary Job Description: Performs a wide array of moderately complex accounting activities requiring a good grasp of accounting operations and procedures. With a focus on daily operations, prepares, maintains, balances and posts financial data. Researches and prepares financial, budget and audit information and reports. Typically requires at least a two year degree and 2-3 years experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Anacortes (16,580)	Accountant	5,269	5,600	5,930			40	2	NU	2		
Arlington (18,620)	Staff Accountant	4,808	5,832	6,856			40	0	NU	2		
Bonney Lake (20,000)	Accountant	5,257	5,881	6,505			40	0	NU	2		
Kenmore (22,320)	Accountant	4,838	5,760	6,681			40	1	NU	2		
Maple Valley (24,790)	Accountant	4,962	5,579	6,195			40	2	NU	2		
Mukilteo (21,070)	Staff Accountant	4,997	5,535	6,073			40	1	U	2		
Tumwater (23,040)	Senior Accounting Technician	4,212	4,673	5,134			40	1	NU	2		
Average:		4,906	5,551	6,196								This is typically a non-union position.
Mill Creek	Accountant	4,677	5,416	6,155 grade 15							0.98	Good

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Accounting Clerk - Journey Level (Accounting Technician)								JOB CODE: 250				
Summary Job Description: Performs at a fully skilled level a variety of responsible duties to prepare, and maintain, and reconcile accounting, budget and other fiscal records and data. Classifies and codes entries and transactions in accordance with BARS or other procedures. May specialize in portions of the accounting function such as utility accounting, LID accounting or accounts payable. Typically requires a two year degree and 2-4 years experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Anacortes (16,580)	Accounting Technician II	4,471	4,752	5,033			40	3	U	2		
Arlington (18,620)	Finance Technician II	3,634	4,189	4,743			40	1	U	2		
Bonney Lake (20,000)	Accounting Specialist III	4,167	4,793	5,418			40	1	U	2		
Covington (18,750)	Senior Accounting Clerk	4,747	5,208	5,668			40	1	NU	2		
Mountlake Terrace (21,090)	Financial Technician					NS	40	3	U	2		
Mukilteo (21,070)	Accounting Technician	3,817	4,229	4,640			40	2	U	2		
Tumwater (23,040)	Accounting Assistant	3,817	4,234	4,650			40	3	NU	2		
Average:		4,109	4,567	5,025								
Mill Creek	Accounting Specialist	4,041	4,680	5,318 grade 12							1.02	Good

2016 Salary Data - Cities and Towns											Comp-ratio	Comments	
JOB TITLE: Maintenance Worker - Entry Level (Maint Worker 1)								JOB CODE: 400					
Summary Job Description: Performs entry-level manual labor work in the streets/roads, utilities, or parks divisions requiring entry level skills in the use of hand tools and the operation of simple power tools. Typically works as a crew member under frequent supervision in installation, repair and maintenance work in area of assignment. May operate light equipment on occasion.													
Jurisdiction	Local Title	Formal Salary Range			Flat	Not	Hours/	Number of	Union	Job	Match		
		Low	Mid	High	Rate	Settled	Week	Employees	Status				
Arlington (18,620)	Maintenance Worker	3,853	4,440	5,027			40	4	U	2			
Bonney Lake (20,000)	Maintenance Worker I	3,573	4,109	4,645			40	6	U	2			
Covington (18,750)	Maintenance Aide	3,346	3,671	3,995			40	0	NU	2			
Kenmore (22,320)	Maintenance Worker	3,850	4,583	5,316			40	1	NU	2			
Mountlake Terrace (21,090)	Maintenance Worker I					NS	40	1	U	2			
Mukilteo (21,070)	Maintenance Worker I	3,069	3,399	3,729			40	3	U	2			
Tumwater (23,040)	Maintenance Worker	3,631	4,062	4,492			40	14	U	2			
Average:		3,554	4,044	4,534									
Mill Creek	Maintenance Worker 1	3,665	4,244	4,823	grade 10					2		1.05	High - this is where ours is currently classified.
Mill Creek	Maintenance Worker 1	3,490	4,042	4,593	grade 9					2		1.00	Better fit. Move to grade 9.

2016 Salary Data - Cities and Towns											
JOB TITLE: Maintenance Worker - Journey Level (Maint Worker 2)								JOB CODE: 420		Comp-ratio	Comments
Summary Job Description: Performs the more complex troubleshooting, installation, repair and maintenance work of the streets/roads or parks divisions, requiring the application of considerable knowledge of departmental equipment, facilities and operations and use of a wide variety of equipment. Proficiently operates equipment such as dump trucks, vacuum sweepers, backhoes, grinders, and roadside mowers. May occasionally operate heavier equipment. Typically requires 2-3 years experience. Excludes supervisors.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	Mid	High							
Anacortes (16,580)	Water/Street/Sewer/Util/Facilities/Parks Maint Wkr	4,605	4,870	5,134			40	20	U	2	
Arlington (18,620)	Senior Maintenance Worker	4,210	4,852	5,494			40	7	U	2	
Bonney Lake (20,000)	Maintenance Worker II	4,167	4,793	5,418			40	19	U	2	
Covington (18,750)	Maintenance Worker I/II	3,872	4,534	5,195			40	1	NU	2	
Maple Valley (24,790)	Maintenance Worker II	4,558	5,052	5,545			40	5	NU	2	
Monroe (18,120)	Maintenance Person II	4,193	4,772	5,351			40	12	U	2	
Mountlake Terrace (21,090)	Maintenance Worker II					NS	40	18	U	2	
Mukilteo (21,070)	Maintenance Worker II	3,922	4,343	4,764			40	6	U	2	
Tumwater (23,040)	Skilled Maintenance Worker	3,983	4,447	4,910			40	9	U	2	
Average:		4,189	4,708	5,226							
Mill Creek	Maintenance Worker II	4,041	4,680	5,318 grade 12						2	0.99 Good. No changes.

2016 Salary Data - Cities and Towns																				
JOB TITLE: Planner - Journey Level (Planner)										JOB CODE: 520		Comp-ratio	Comments							
Summary Job Description: Researches and analyzes technical data to apply planning and zoning regulations to development, construction, and land use issues. Provides technical assistance to the public and other agencies. Assists senior planning staff with complex cases. May provide staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them. Typically requires a four year degree and 2-3 years experience.																				
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match										
		Low	Mid	High																
Anacortes (16,580)	Associate Planner	4,605	4,870	5,134			40	2	U	2										
Arlington (18,620)	Associate Planner	4,337	5,261	6,185			40	1	U	2										
Bonney Lake (20,000)	Associate Planner	5,386	6,194	7,002			40	1	U	2										
Kenmore (22,320)	Planner	5,506	6,555	7,604			40	1	NU	2										
Mountlake Terrace (21,090)	Associate Planner	4,651	5,451	6,251			40	1	NU	2										
Mukilteo (21,070)	Associate Planner	4,997	5,535	6,073			40	2	U	2										
Tumwater (23,040)	Associate Planner	4,883	5,417	5,950			40	1	NU	2										
Average:		4,909	5,612	6,314																
Mill Creek	Associate Planner	4,911	5,687	6,463	grade 16					2	1.01									
Mill Creek		4,677	5,416	6,155	grade 15					2	0.97	Bring journey level planners in at grade 15 or 16.								
Removed																				
Covington (18,750)	Senior Planner	6,172	6,771	7,369			40	1	NU	2		Removed from average - outlier.								
JOB TITLE: Planner - Senior Level (Senior Planner)										JOB CODE: 530		Comp-ratio	Comments							
Summary Job Description: Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short-term and long-range planning programs and projects. Participates in the formulation of departmental goals and objectives. Provides staff support to a variety of planning boards, commissions, and committees. May supervise lower-level employees. Typically requires a four year degree and four years experience.																				
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match										
		Low	Mid	High																
Anacortes (16,580)	Planning Manager	7,081	7,525	7,969			40	1	NU	2										
Arlington (18,620)	Senior Planner	5,495	6,665	7,835			40	0	U	2										
Bonney Lake (20,000)	Planning & Building Sup	6,454	7,221	7,987			40	1	NU	2										
Covington (18,750)	Principal Planner	6,542	7,177	7,812			40	1	NU	2										
Kenmore (22,320)	Senior Planner	5,924	7,052	8,180			40	1	NU	2										
Maple Valley (24,790)	Senior Planner	6,057	6,939	7,820			40	2	NU	2										
Mountlake Terrace (21,090)	Senior Planner	5,691	6,403	7,114			40	1	NU	2		Position appears to be mostly non-union.								
Mukilteo (21,070)	Planning Manager	6,721	7,445	8,169			40	1	NU	2										
Tumwater (23,040)	Senior Planner	5,663	6,282	6,901			40	1	NU	2										
Average:		6,181	6,968	7,754																
Mill Creek	Senior Planner	5,415	6,271	7,126	grade 18					3	0.90	Our job is a low match. Grade 18 adequate.								
Mill Creek	Senior Planner	5,685	6,583	7,481	grade 19					3	0.94									
Mill Creek	Senior Planner	5,970	6,913	7,856	grade 20					3	0.99									

2016 Salary Data - Cities and Towns											
JOB TITLE: Engineer - Journey Level (Project Engineer)								JOB CODE: 540		Comp-ratio	Comments
Summary Job Description: Applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects, within established civil engineering practices and procedures. Works on routine projects or specific areas of more complex projects under the supervision of a senior or project engineer. Typically requires a four year degree and 2-3 years experience.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	Mid	High							
Bonney Lake (20,000)	Assistant Engineer	5,386	6,194	7,002			40	0	U	2	
Kenmore (22,320)	Civil Engineer	5,693	6,778	7,862			40	1	NU	2	
Tumwater (23,040)	Engineer II	5,663	6,282	6,901			40	1	NU	2	
Average:		5,581	6,418	7,255							
Mill Creek	Project Engineer (18)	5,415	6,271	7,126 grade 18						2	0.98 OK

2016 Salary Data - Cities and Towns											
JOB TITLE: Engineer - Senior Level (Supervising Engineer)								JOB CODE: 550		Comp-ratio	Comments
Summary Job Description: Serves as project leader and applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects. Oversees assigned projects to ensure contractor compliance with time schedules and budget. May make effective recommendations to hire, fire, transfer and discipline employees. Typically requires a four year degree and 4-5 years experience.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	Mid	High							
Bonney Lake (20,000)	Assistant City Engineer - Utilities	7,150	8,001	8,851			40	1	NU	2	
Kenmore (22,320)	Senior Engineer	6,235	7,423	8,610			40	3	NU	2	
Maple Valley (24,790)	Capital Projects Manager & SWM/NPDES Program Manager	5,886	6,821	7,755			40	2	NU	2	
Monroe (18,120)	Senior Engineer	5,640	6,420	7,199			40	2	NU	2	
Mountlake Terrace (21,090)	Civil Engineer II	6,654	7,487	8,319			40	3	NU	2	
Tumwater (23,040)	Engineer III	6,901	7,654	8,407			40	2	NU	2	
Average:		6,411	7,301	8,190							
Mill Creek	Supervising Engineer	6,268	7,258	8,248 grade 21				2	0.99	Non-union position.	

2016 Salary Data - Cities and Towns																				
JOB TITLE: Engineering Technician - Journey Level										JOB CODE: 560		Comp-ratio	Comments							
Summary Job Description: Performs a variety of technical civil engineering design, drafting, survey, and construction inspection work under the supervision of a senior engineering technician or civil engineer. Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data. Responds to questions from property owners and the general public. May act as rod or chainworker. Typically requires a two year degree and 2-3 years experience. Excludes engineers.																				
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match										
		Low	Mid	High																
Anacortes (16,580)	Engineering Tech III	5,339	5,674	6,009			40	2	U	2										
Kenmore (22,320)	Surface Water Technician	4,319	5,142	5,965			40	1	NU	2										
Mukilteo (21,070)	Surface Water Technician	5,199	5,760	6,320			40	1	U	2										
Tumwater (23,040)	Engineering Technician III	4,425	4,908	5,391			40	2	NU	2										
Average:		4,821	5,371	5,921																
Mill Creek	Eng Tech, Surface Water	4,455	5,159	5,862 grade 14						3		0.96	Consider grade 13 as we are a low match.							

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Building Permit Specialist								JOB CODE: 575				
Summary Job Description: Performs technical and administrative duties that support building department functions. Accepts permit applications and reviews them for completeness and errors. Accepts, reviews, and issues permits for simple permit applications. Answers questions about building codes and provides copies of plans, maps, and other documents to customers. May perform simple plan review. May include limited clerical work. Typically requires two years experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Permit Technician	3,634	4,189	4,743			40	2	U	2		
Bonney Lake (20,000)	Permit Technician I	3,761	4,325	4,889			40	1	U	2		
Kenmore (22,320)	Permit & Administrative Specialist	3,806	4,531	5,256			40	2	NU	2		
Maple Valley (24,790)	Permit Technician	4,057	4,559	5,061			40	1	NU	2		
Mountlake Terrace (21,090)	Permit Specialist	4,025	4,528	5,030			40	2	NU	2		
Mukilteo (21,070)	Permit Services Assistant	3,817	4,229	4,640			40	2	U	2		
Tumwater (23,040)	Permit Technician	3,912	4,340	4,767			40	2	NU	2		
Average:		3,859	4,386	4,912								
Mill Creek	Building Permit Coordinator	4,243	4,913	5,583	grade 13					2		1.12
Mill Creek		4,041	4,680	5,318	grade 12							1.07
Mill Creek		3,848	4,456	5,064	grade 11							1.02
Mill Creek		3,665	4,244	4,823	grade 10							0.97
<i>Removed</i>												
Covington (18,750)	Senior Permit Center Coordinator	5,992	6,573	7,154			40	1	NU	2		Excluded - too far off the norm (>49%).

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Building Inspector (Building and ROW Inspector)								JOB CODE: 580				
Summary Job Description: Inspects residential and commercial buildings in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinances. May have additional duties enforcing mechanical, plumbing, electrical, and energy codes. In smaller jurisdictions, may issue permits and collect fees. Typically requires 2-3 years experience and certification as a building inspector.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Anacortes (16,580)	Building Inspector/Code Enforcement	4,886	5,193	5,499			40	2	U	2		
Arlington (18,620)	Plans Examiner/Building Inspector	4,210	4,852	5,494			40	1	NU	2		
Bonney Lake (20,000)	Building Inspector or Construction Inspector I	4,387	5,045	5,703			40	0	U	2		
Kenmore (22,320)	Building and Code Inspector	4,838	5,760	6,681			40	1	NU	2		
Maple Valley (24,790)	Building Inspector	4,885	5,480	6,075			40	2	NU	2		
Monroe (18,120)	Building Inspector	4,519	5,186	5,852			40	1	NU	2		
Mukilteo (21,070)	Building Inspector II	4,849	5,372	5,894			40	1	U	2		
Tumwater (23,040)	Building and Fire Safety Inspector	4,767	5,286	5,804			40	1	NU	2		
Average:		4,668	5,271	5,875								
Mill Creek	Building Inspector (14)	4,455	5,159	5,862 grade 14						2	0.98	Good - no change.

2016 Salary Data - Cities and Towns											
JOB TITLE: Recreation Program Leader/Coordinator (Recreation/Tourism Coordinator)								JOB CODE: 615		Comp-ratio	Comments
Summary Job Description: Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies & procedures under general supervision. Directs work activities of part time and contract instructors, seasonal workers and volunteers. Typically requires four year degree and two years experience.											
Jurisdiction	Local Title	Formal Salary Range			Flat	Not	Hours/	Number of	Union	Job	
		Low	Mid	High	Rate	Settled	Week	Employees	Status	Match	
Anacortes (16,580)	Recreation Coordinator	4,605	4,870	5,134			40	1	U	2	
Bonney Lake (20,000)	Special Events Coordinator	4,744	5,308	5,872			40	1	NU	2	
Covington (18,750)	Athletics or Recreation Specialist	4,478	4,913	5,347			40	2	NU	2	
Maple Valley (24,790)	Recreation Coordinator	4,628	5,320	6,011			40	1	NU	2	
Mountlake Terrace (21,090)	Recreation Programmer	4,233	4,798	5,362			40	4	NU	2	
Mukilteo (21,070)	Recreation Programmer				2,336		25	1	U	2	
Tumwater (23,040)	Recreation Coordinator	4,317	4,789	5,260			40	1	NU	2	
Average:		4,501	4,999	5,498							
Mill Creek	Recreation Coordinator	4,041	4,680	5,318	grade 12					2	
Mill Creek		4,243	4,913	5,583	grade 13					2	
Mill Creek		4,555	5,159	5,862	grade 14					1.03	

2016 Salary Data - Cities and Towns												
JOB TITLE: Deputy Clerk						JOB CODE: 205					Comp-ratio	Comments
Summary Job Description: Primary assistant to city or town clerk or clerk/treasurer. Performs administrative work in support of city clerk operations, functions, and programs. May fill in for the clerk in his/her absence. May have responsibility for utility billing or payroll functions.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Bonney Lake (20,000)	Deputy City Clerk	4,995	5,589	6,182			40	1	NU	2		
Covington (18,750)	Senior Deputy City Clerk	5,182	5,685	6,188			40	1	NU	2		
Maple Valley (24,790)	Deputy City Clerk	4,578	5,150	5,722			40	1	NU	2		
Tumwater (23,040)	Executive Assistant/Deputy City Clerk	4,650	5,157	5,663			40	1	NU	2		
Average:		4,851	5,395	5,939								Recommend our grade 14.
Mill Creek	Deputy City Clerk	4,455	5,159	5,862 grade 14						2	0.96	Good fit for both market and Admin Specialist job class.

2016 Salary Data - Cities and Towns											Comp-Ratio	Comments
JOB TITLE: City Clerk (City Clerk/PIO)						JOB CODE: 120						
Summary Job Description: Appointed city or town clerk. Provides responsible administrative and clerical work in support of the mayor, city council members and city manager/city administrator. Custodian for official city records and public documents. Prepares agenda and assembles supporting documents for city council meetings and ensures that appropriate records of the meetings are maintained. Prepares and posts legal notices. May supervise clerical support staff.												
Jurisdiction	Local Title	Formal Salary Range			Flat	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
Covington (18,750)	City Clerk/Executive Assistant	6,773	7,406	8,039			40	1	NU	2		
Kenmore (22,320)	City Clerk	5,429	6,463	7,497			40	1	NU	2		
Maple Valley (24,790)	City Clerk	6,082	6,951	7,820			40	1	NU	2		
Monroe (18,120)	City Clerk	4,743	5,845	6,946			40	1	NU	2		
Mukilteo (21,070)	City Clerk	5,293	5,864	6,434			40	1	NU	2		
Tumwater (23,040)	City Clerk	5,260	5,835	6,409			40	1	NU	2		
Average		5,597	6,394	7,191								
Mill Creek (19,900)	City Clerk/PIO	5,970	6,913	7,856	grade 20		40	1	NU	2	1.08	Added additional responsibilities to CC position - grade 20 is an acceptable placement if still doing CC job too.
		5,685	6,583	7,481	grade 19						1.03	
		5,415	6,270	7,126	grade 18						0.98	
<i>Removed from average</i>												
Mountlake Terrace (21,090)	Community Relations Director/City Clerk	8,284	9,219	10,154			40	1	NU	1	>44%	Outlier - way outside of market range. > 44% above market.

2016 Salary Data - Cities and Towns												
JOB TITLE: Assistant Police Chief (Deputy Police Chief)							JOB CODE: 327				Comp-ratio	Comments
Summary Job Description: Provides administrative guidance and control to the police department and assists the police chief in assigned areas. Second in command.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Deputy Chief	7,720	9,363	11,005			40	1	NU	2		
Bonney Lake (20,000)	Assistant Police Chief	8,779	9,823	10,866			40	2	NU	2		
Monroe (18,120)	Deputy Chief	7,914	9,242	10,570			40	1	NU	2		
Mountlake Terrace (21,090)	Deputy Police Chief	9,776	10,142	10,507			40	1	NU	2		
Mukilteo (21,070)	Police Commander	7,277	8,062	8,846			40	1	NU	2		
Tumwater (23,040)	Police Commander	8,003	8,878	9,752			40	1	NU	2		
Average		8,245	9,251	10,258								
Mill Creek (19,900)	Police Commander	6,911	8,003	9,094	grade 23		40	1	NU	2	0.87	
	Police Commander	7,256	8,402	9,548	grade 24						0.91	
	Police Commander	7,609	8,823	10,026	grade 25						0.95	Recommend grade 25 for new Deputy Police Chief position. Review again next budget cycle. Look at any compression issues with Police Chief.
	Police Commander	8,000	9,264	10,527	grade 26						1.00	

2016 Salary Data - Cities and Towns												
JOB TITLE: Recreation Manager/Supervisor (Recreation/Tourism Manager)							JOB CODE: 607				Comp-ratio	Comments
Summary Job Description: Supervises and manages the city's recreation program or a major component thereof (athletics, aquatics, etc.) Responsible for the planning and implementation of recreation programs and activities. Supervises recreation leaders and instructors, prepares division budget, prepares information for public distribution. Typically requires a four year degree and 3-4 years experience, including some supervisory experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High	Rate							
Anacortes (16,580)	Recreation Manager	4,966	5,278	5,590			40	1	NU	2		
Arlington (18,620)	Recreation/Communications Manager	4,808	5,832	6,856			40	1	NU	1		
Covington (18,750)	Recreation Manager	6,352	6,968	7,583			40	1	NU	2		
Maple Valley (24,790)	Recreation Manager	5,613	6,374	7,135			40	1	NU	2		
Mountlake Terrace (21,090)	Recreation Supervisor	5,371	6,049	6,727			40	3	NU	2		
Tumwater (23,040)	Recreation Supervisor	5,260	5,835	6,409			40	1	NU	2		
Average		5,395	6,056	6,717								
Mill Creek (19,900)	Recreation Manager	4,911	5,687	6,463	grade 16		40	1	NU	2	0.94	
		5,157	5,972	6,786	grade 17						0.99	
		5,415	6,271	7,126	grade 18						1.04	Adding tourism focus to the current responsibilities of the Manager job; 18 also addresses internal equity issues.
<i>Removed from average</i>												
Mukilteo (21,070)	Recreation Coordinator	3,817	4,229	4,640			40	1	U	2		Outlier 30% below mkt.

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Building Official						JOB CODE: 624						
Summary Job Description: Directs activities and staff of building department/division in inspection and review of buildings and plans. Typical duties include development of policies and procedures and local code development. May perform some building inspection work. May have additional duties including administration of code enforcement activities. Typically requires a two year degree and four years of building inspection experience plus certification as a building official.												
Jurisdiction	Local Title	Formal Salary Range			Flat	Not	Hours/	Number of	Union	Job		
		Low	Mid	High	Rate	Settled	Week	Employees	Status	Match		
Monroe (18,120)	Code Official Building	5,852	6,544	7,236			40	1	NU	2		
Mountlake Terrace (21,090)	Building Official	5,691	6,403	7,114			40	1	NU	2		
Tumwater (23,040)	Building and Fire Safety Official	6,901	7,654	8,407			40	1	NU	2		
<b>Average</b>		6,148	6,867	7,586								Benchmark only.
<b>Mill Creek (19,900)</b>	<b>Building Official</b>	<b>5,970</b>	<b>6,913</b>	<b>7,856 grade 20</b>			<b>40</b>	<b>1</b>	<b>NU</b>	<b>2</b>	<b>1.01</b>	No action needed.
<i>Removed from average</i>												
Kenmore (22,320)	Development Services Director	7,281	8,668	10,055			40	1	NU	1		Outlier >26% above mkt.
Covington (18,750)	Chief Building Official	8,500	9,326	10,151			40	1	NU	2		Outlier >36% above mkt.

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: City Engineer						JOB CODE: 629						
Summary Job Description: Plans, organizes and directs the operation of the engineering division; oversees initial project funding, design, and construction management of engineering projects, services and programs; supervises staff of professional, technical and administrative employees. Serves as designated review officer for all required engineering reviews and sign-offs. Typically requires a four year degree and five years experience plus license as a professional engineer.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low		High								
Anacortes (16,580)	City Engineer	7,512	7,984	8,455			40	1	NU	2		
Arlington (18,620)	City Engineer	6,860	8,320	9,780			40	1	NU	2		
Bonney Lake (20,000)	City Engineer	8,341	9,332	10,322			40	1	NU	2		
Covington (18,750)	City Engineer	8,019	8,797	9,575			40	1	NU	2		
Maple Valley (24,790)	City Engineer	6,729	7,587	8,444			40	1	NU	2		
Mountlake Terrace (21,090)	City Engineer	8,963	9,302	9,640			40	1	NU	2		
Mukilteo (21,070)	Assistant City Engineer	7,277	8,062	8,846			40	1	NU	2		
Tumwater (23,040)	City Engineer	7,618	8,450	9,281			40	1	NU	2		
<b>Average</b>		7,665	8,479	9,293								
Mill Creek (19,900)	City Engineer	6,911	8,003	9,094	grade 23		40	1	NU	2		0.94
Mill Creek (19,900)		7,256	8,402	9,548	grade 24							0.99
Mill Creek (19,900)		7,619	8,823	10,026	grade 25							1.04

2016 Salary Data - Cities and Towns												
JOB TITLE: Planning/Community Development Director							JOB CODE: 630				Comp-ratio	Comments
Summary Job Description: Plans, organizes, directs and controls the functions of a planning/community development department. Develops and implements policies, procedures and practices to do planning studies, review zoning ordinances, evaluation of proposed annexations, planned unit developments and related programs. Serves as primary planning official for the organization and primary staff liaison to the planning commission. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat	Not	Hours/	Number of	Union	Job		
		Low	Mid	High	Rate	Settled	Week	Employees	Status	Match		
Arlington (18,620)	Community and Economic Development Director/Building Official	8,262	10,021	11,780			40	1	NU	2		
Bonney Lake (20,000)	Public Services Director	10,240	11,457	12,673			40	1	NU	1		
Covington (18,750)	Community Development Director	9,837	10,791	11,745			40	1	NU	2		
Kenmore (22,320)	Community Development Director	7,811	9,299	10,786			40	1	NU	2		
Monroe (18,120)	Community Development Director	7,456	9,215	10,973			40	1	NU	2		
Mountlake Terrace (21,090)	Community & Economic Development Dir	8,284	9,219	10,154			40	1	NU	2		
Mukilteo (21,070)	Community Development Director	7,573	8,389	9,205			40	1	NU	2		
Tumwater (23,040)	Community Development Director	8,407	9,326	10,244			40	1	NU	2		
<b>Average</b>		8,484	9,714	10,945								
Mill Creek (19,900)	Community Development Director	8,000	9,264	10,527	grade 26		40	1	NU	2	0.95	No action needed.
<i>Removed from average</i>												
Anacortes (16,580)	Planning, CED Dir				9,216		40	1	NU	2		Flat rate only.

2016 Salary Data - Cities and Towns												
JOB TITLE: Finance Director							JOB CODE: 635				Comp-ratio	Comments
Summary Job Description: Plans, organizes, directs and controls the functions of a finance department and serves as organization's chief financial officer. Develops and implements policies, procedures and practices for the organization's financial systems, purchase and investment of jurisdiction's funds. May also be accountable for information technology function and/or city clerk function. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Finance Director	8,262	10,021	11,780			40	1	NU	2		
Bonney Lake (20,000)	Chief Financial Officer	9,242	10,341	11,439			40	1	NU	2		
Covington (18,750)	Finance Director	9,837	10,791	11,745			40	1	NU	2		
Kenmore (22,320)	Finance & Administration Director	8,333	9,920	11,507			40	1	NU	1		
Maple Valley (24,790)	Finance Director	8,976	10,246	11,515			40	1	NU	2		
Monroe (18,120)	Finance Director	7,456	9,189	10,922			40	1	NU	2		
Mountlake Terrace (21,090)	Finance Director	8,284	9,219	10,154			40	1	NU	2		
Mukilteo (21,070)	Finance Director	7,573	8,389	9,205			40	1	NU	2		
Tumwater (23,040)	Finance Director	8,835	9,800	10,765			40	1	NU	2		
Average		8,533	9,768	11,004								
Mill Creek (19,900)	Finance Director	8,000	9,264	10,527	grade 26		40	1	NU	1	0.95	
Mill Creek (19,900)		8,400	9,727	11,054	grade 27						1.00	Job expanded substantially; put into grade 27 to recognize extra responsibilities.
Removed from average												
Anacortes (16,580)	Finance Director/Clerk/Treasurer				8,943		40	1	NU	2		Flat rate only.

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Public Works Director							JOB CODE: 645					
Summary Job Description: Plans, organizes, directs and controls the functions of the public works department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment. May serve as city engineer. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Public Works Director	8,262	10,021	11,780			40	1	NU	2		
Bonney Lake (20,000)	Superintendent of Public Works	9,242	10,341	11,439			40	1	NU	3		
Covington (18,750)	Public Works Director	9,837	10,791	11,745			40	1	NU	2		
Kenmore (22,320)	Public Works Director	7,906	9,412	10,917			40	1	NU	2		
Monroe (18,120)	Public Works Director	7,456	9,444	11,432			40	1	NU	2		
Mountlake Terrace (21,090)	Public Works Director	8,976	9,768	10,560			40	0	NU	2		
Mukilleo (21,070)	Public Works Director	8,039	8,905	9,771			40	1	NU	2		
Tumwater (23,040)	Public Works Director	8,835	9,800	10,765			40	1	NU	2		
<b>Average</b>		8,569	9,810	11,051								
Mill Creek (19,900)	Public Works Director	7,619	8,823	10,026	grade 25		40	1	NU	3	0.90	
		8,000	9,264	10,527	grade 26						0.94	We're a low match; grade 26 OK.
Mill Creek (19,900)		8,400	9,727	11,054	grade 27						0.99	
<i>Removed from average</i>												
Anacortes (16,580)	Director of Public Works				9,823		40	1	NU	2		Flat rate only.

2016 Salary Data - Cities and Towns												
JOB TITLE: Police Chief						JOB CODE: 655					Comp-ratio	Comments
Summary Job Description: Plans, organizes, directs and controls the efficient operation of the police department. Accomplishes short term and long range planning, develops and implements budget. In smaller cities, may spend a portion of day doing patrol work.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Police Chief	8,262	10,021	11,780			40	1	NU	2		
Bonney Lake (20,000)	Police Chief	9,728	10,884	12,040			40	1	NU	2		
Monroe (18,120)	Police Chief	8,641	10,417	12,192			40	1	NU	2		
Mountlake Terrace (21,090)	Police Chief	10,746	11,099	11,452			40	1	NU	2		
Mukilleo (21,070)	Police Chief	8,039	8,905	9,771			40	1	NU	2		
Tumwater (23,040)	Police Chief	8,835	9,800	10,765			40	1	NU	2		
<b>Average</b>		9,042	10,188	11,333								
Mill Creek (19,900)	Police Chief	8,400	9,727	11,054 grade 27			40	1	NU	2	0.95	Compensation should be looked at again next budget cycle.
<i>Removed from average</i>												
Anacortes (16,580)	Police Chief				9,823		40	1	NU	2		Flat rate only.

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Human Resources Director							JOB CODE: 660					
Summary Job Description: Plans, organizes, directs and controls the functions of a human resources department. Develops and implements policies, procedures and practices for a range of personnel functions, including staffing, training and development, workplace safety, wage/salary and benefits administration, equal employment opportunity, labor relations, and employee services. May be responsible for civil service activities. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Low	Mid	High								
Arlington (18,620)	Director of Human Resources	8,262	10,021	11,780			40	1	NU	2		
Bonney Lake (20,000)	Human Resources Manager	6,793	7,601	8,408			40	1	NU	2		
Covington (18,750)	Personnel Manager	6,542	7,177	7,812			40	1	NU	2		
Maple Valley (24,790)	Human Resources Manager	6,464	7,285	8,105			40	1	NU	2		
Monroe (18,120)	Human Resources Director	7,456	9,189	10,922			40	1	NU	2		
Mukilteo (21,070)	Human Resources Manager	6,655	7,372	8,089			40	1	NU	2		
Tumwater (23,040)	Administrative Services Director	8,407	9,326	10,244			40	1	NU	2		
<b>Average</b>		7,226	8,281	9,337								
Mill Creek (19,900)	Human Resources Director	6,268	7,258	8,248	grade 21		40	1	NU	2	0.88	
Mill Creek (19,900)	Human Resources Director	6,582	7,622	8,661	grade 22						0.92	
Mill Creek (19,900)		6,911	8,003	9,094	grade 23						0.97	Position has fallen behind market in the past few years.
Mill Creek (19,900)		7,256	8,402	9,548	grade 24						1.01	
<i>Removed from average</i>												
Anacortes (16,580)	Administrative Services Director				9,216		40	1	NU	1		Flat rate only.

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Information Systems Manager						JOB CODE: 665					Comp-ratio	Comments
Summary Job Description: Senior official responsible for information systems and technology. Directs the systems development, applications, programming and operations activities for mainframes, mini- and micro-computer systems. In smaller organizations, typically performs some network administration and/or systems analysis tasks. Supervises assigned staff. May also be responsible for telecommunications function. Typically requires a four year degree and 5-8 years experience, including some supervisory experience.												
Jurisdiction	Local Title	Formal Salary Range			Flat	Not	Hours/	Number of	Union	Job		
		Low	Mid	High	Rate	Settled	Week	Employees	Status	Match		
Anacortes (16,580)	Information Systems Manager	7,081	7,525	7,969			40	1	NU	2		
Arlington (18,620)	Information Technology Manager	6,093	7,390	8,687			40	1	NU	2		
Bonney Lake (20,000)	Information Systems Manager	7,529	8,423	9,317			40	1	NU	2		
Maple Valley (24,790)	Information Systems/Technology Manager	6,944	7,993	9,041			40	1	NU	2		
Tumwater (23,040)	Information Technology Manager	7,618	8,450	9,281			40	1	NU	2		
<b>Average</b>		7,053	7,956	8,859								
Mill Creek (19,900)	Information Systems & Technology Mgr	6,911	8,003	9,094	grade 23		40	1	NU	3	1.01	
Mill Creek (19,900)	Information Systems & Technology Mgr	6,582	7,622	8,661	grade 22		40	1	NU	3	0.96	This position is a lower match - grade 22 appropriate.
		6,268	7,258	8,248	grade 21						0.91	

2016 Salary Data - Cities and Towns											Comp-ratio	Comments
JOB TITLE: Field Supervisor (PW Supervisor)						JOB CODE: 605						
Summary Job Description: Directly supervises the work activities of crew(s) in the streets/roads/parks/utilities departments. Typically reports to a mid management level superior (division head). Plans and schedules work operations and employee assignments. Makes effective recommendations to hire, fire, transfer and discipline employees. This is a first line supervisory position. Typically requires 3-4 years experience in maintenance specialty area and related professional certifications.												
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match		
		Min	Mid	Max								
Anacortes (16,580)	Public Works Supervisor	5,930	6,302	6,674			40	9	NU	2		
Bonney Lake (20,000)	Crew Leader	5,117	5,884	6,651			40	4	U	2		
Maple Valley (24,790)	Infrastructure Manager	6,132	6,912	7,692			40	1	NU	2		
Monroe (18,120)	Public Works Operations and Maintenance Supervisor	4,996	5,686	6,376			40	1	U	2		
Mountlake Terrace (21,090)	Public Works Supervisor	5,370	6,049	6,727			40	2	NU	2		
Mukilteo (21,070)	Maintenance Lead Worker	4,642	5,141	5,640			40	5	U	2		
Tumwater (23,040)	Public Works Operations Supervisor	5,130	5,691	6,251								
<b>Average</b>		5,331	5,952	6,573								
Mill Creek (19,900)	Public Works Supervisor	5,685	6,583	7,481	grade 19		40	1	NU	2	1.11	We're well above market for this position.
		5,415	6,271	7,126	grade 18						1.05	
		5,156	5,972	6,786	grade 17						1.00	Change grade to 17.
		4,911	5,687	6,463	grade 16						0.96	