



COMMUNITY DEVELOPMENT COMMITTEE MEETING

Monday, March 16, 2026, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Dan Murphy

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

1. Approval of the Minutes Dated February 17, 2026

AGENDA BILLS

DISCUSSION ITEMS

2. Department Structure | Staffing Update
3. KCFCO ILA Update
4. Community Development Committee Priorities - Planning Commission Discussion

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT



COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES February 17, 2025

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER & ROLL CALL: Chair Washington called the meeting to order at 6:01 pm.

Committee Members:

Councilmembers Louis Washington (remote), Jo Johnson, and Dan Murphy were present.

Mayor James Mayhew was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Mona Davis, Community Development Director; Robert Thrall, Interim City Clerk; Rebecca Solem, Temp. Executive Assistant; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL – The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated February 02, 2025, were approved as presented.

DISCUSSION ITEMS –

1. Community Development Priorities – Discussion led by Director Davis for The Committee to refine and rank their priorities for the year (2026), as well as give clarity and direction to the CD Department for 2026. CM Murphy asked what the state was requiring The City to do. CM Washington asked what resources would be needed as the department is quite small. The Mayor notified the committee that the city is losing affordable housing and zoning alone won't solve the cause. Director Davis is concerned regarding the Comprehensive Plan Amendment and the Conditional Certification, as the timing is short and The City must complete the full certification of the "comp plan" or The City's ability to receive state grant funding for capital improvements could be affected. She clarified that the Climate Update is not due until 2029, but the Conditional Certification must be completed by December 31, 2026. PSRC requires The City to complete the re-zoning first. The Mayor updated the committee on the status of the associate planner role that The City currently has open. He also informed The Committee that there will be a need to bring in outside firms, to support some of the CD department work. CM Murphy stated that The City needs to think creatively regarding affordable housing, particularly in terms of retainment and incentivization. The Mayor reminded The Committee that The City already has a development agreement in place providing some new affordable housing units, he mentioned that The City should do whatever it can to ensure the project moves forward smoothly. The CD Department will bring the committee additional information regarding affordable housing. CM Johnson encouraged the administration to start the process to find the zoning-consultant and that process should be thoughtful and involve the public. The Committee will discuss a contract and evaluate applications at a future meeting. CM Murphy said that other items on the list discussed that night can be reprioritized in 2027. Director Davis clarified that the Comprehensive Plan Amendment must be adopted first before The City audits the current Code and considers making any necessary amendments. CM Johnson stated his view that zoning is the highest priority of The Committee due to the Conditional Certification. He also brought to The Committee's

attention that local businesses have been running into issues with parking minimums and the lack of a process to reserve parking spaces for retail or restaurant use. He wondered if The City could create those processes. The Mayor told The Committee the CD Department will bring the full action list once a quarter to the Committee to ensure other priorities don't get lost and that the two additional items CM Johnson mentioned would be added to the list. The Committee unanimously agreed to proceed with the plan as discussed. CM Washington gave permission to combine Bullets 1&2 of the list. CM Johnson asked if the council would be able to give input regarding the zoning process and City Attorney Burke confirmed that yes, input will be sought from by The Committee. Director Davis stated that the zoning consultant would be able to give direction on that process.

ITEMS FOR FUTURE DISCUSSION –

2. Zoning Update
3. Comprehensive Plan Amendment

ADJOURNMENT - The meeting was adjourned at 6:51 pm.

*Minutes prepared by Rebecca Solem, Temp Executive Assistant.
Recorded meeting audio is available on the city website after the meeting.
Minutes approved at the _____ Community Development Committee Meeting.*



Community Development Committee

March 16, 2026

Community Development Staffing



- Building Official (Plans Examiner, Inspector)
- Combined Planning Technician and Permit Technician positions into one

Planning Positions:

- Associate Planner (in process)
- Senior Planner (vacant)

CD Department Structure



2019-2023

(7 Department Staff)

Community
Development
Director

Building
Official

Senior
Planner

Building
Inspector

Senior
Planner

Permit
Technician

Associate
Planner

Planning
Technician

2023-2024

(3 Department Staff)

Community
Development
Director

Building
Official

Permit
Technician

Consultants
(Contracts &
Planning)

2025-Present

(3-5 Department Staff)

Community
Development
Director

Senior
Planner
(Vacant)

Building
Official

Associate
Planner
(Vacant)

Permit &
Planning
Technician

KCFCD ILA Update



- King County Flood Control District grant funding
- Property Acquisitions & Home Elevations
- Home Elevation ILA \$500,000 grant expired 12/31/2025
- One home elevation in process; several Snoqualmie residents on King County wait list
- Will request renewal of ILA for 2026-2028

Planning Commission Discussion



- Planning Commission meets twice per month directly after CD Committee
- Planning Commission serves as Design Review Board for permit applications
- Council delegates work for Commissioners
- Planning Commission work plan

CD Committee Priorities



- Update Zoning Map / Rezone Ridge
- Comprehensive Plan Amendments (PSRC Conditional Certification to update zoning map and housing/land use elements)
- Affordable/Workforce Housing
- Incentives to retain/maintain existing affordable housing
- Supportive Housing
- Infill Housing
- Bring in Affordable Housing experts/partners
- Study Business Park and office conversions
- Leakage Study on business communities
- UGA expansion/annexation
- Comprehensive Plan Amendment – Climate
- Code amendments to support comprehensive plan updates
- Other code amendments (wireless, code enforcement, historical preservation, etc.)



Human Resources
38624 SE River Street
PO Box 987
Snoqualmie, WA 98065
Office: 425-888-1555
www.snoqualmiewa.gov

Item 2.

Position: Senior Planner
Reviewed: March 2026

POSITION DESCRIPTION

Title: Senior Planner
Classification: Union
Grade: 7
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Hourly Range (\$45.26 - \$61.10)
Benefits: Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; WA State Retirement DRS and DCP; HRA employer contribution; Vacation and Sick Leave per accrual schedule; Holiday Pay; Floating Holidays. Benefits per Collective Bargaining Agreement.

Reports to: Community Development Director
Supervises: None

EQUITY STATEMENT

The City of Snoqualmie strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status under federal, state and local laws. We believe diversity and inclusion among our teammates is critical to the success of our City operations.

SUMMARY

This is a union position under the general supervision of the Community Development Director. The incumbent performs a wide range of advanced professional land use and environmental planning duties. Responsibilities include supporting major long-range planning initiatives and policy development efforts such as preparation and implementation of the Comprehensive Plan, development regulations, subarea plans, and strategic planning initiatives, while ensuring compliance with the Growth Management Act (GMA), State Environmental Policy Act (SEPA), and Shoreline Management Act (SMA).

The position also involves oversight and coordination of development review activities and land use and environmental permitting for complex current planning projects. Work requires the application of well-developed analytical, research, and writing skills in areas including site planning, subdivision design, urban design, environmental planning, and related land use disciplines.

Assignments frequently involve complex and sensitive issues requiring negotiation, independent judgment, and collaboration with multiple stakeholders. The Senior Planner works closely with citizens, applicants, elected officials, representatives from other agencies and jurisdictions, community organizations, and developers.

Excellent written and verbal communication skills are required due to frequent preparation of technical reports and presentations before the Planning Commission, City Council, and the public. Work is performed under established deadlines and often requires attendance at public meetings and hearings, many of which occur during evening hours.

ESSENTIAL FUNCTIONS

Advanced Current Planning & Development Review

- Reviews and processes complex development proposals requiring City approval, including variances, conditional use permits, design review applications, subdivisions, SEPA determinations, Shoreline Substantial Development permits, annexations, and other discretionary land use approvals.
- Leads and coordinates assigned land use applications through technical review, public hearing, decision, and implementation stages.
- Reviews land use applications, development proposals, and site plans for compliance with City codes, development regulations, adopted policies, and applicable state laws.
- Performs planning review of building permits to ensure consistency with zoning regulations, development standards, and previously approved discretionary permit conditions.
- Participates in negotiation of mitigation measures, permit conditions, and development agreements for project proposals involving discretionary review.
- Coordinates development review activities with other City departments, the City Attorney, consultants, and external regulatory agencies. These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

Public Process, Hearings & Decision-Making Support

- Prepares professional staff reports, recommendations, and supporting analyses for review and decision by the Planning Commission, City Council, and Hearing Examiner.
- Attends and participates in Planning Commission, City Council, and other advisory board or commission meetings and public hearings.
- Presents planning analyses and recommendations at public meetings and hearings and responds to questions from elected officials, appointed bodies, and the public.
- Provides clear and accurate information to property owners, developers, permit applicants, real estate professionals, public officials, and community members regarding land use regulations, development processes, and planning policies.

Long-Range Planning & Policy Development

- Conducts research, compiles data, and prepares reports and policy recommendations on urban planning issues including land use, transportation, economic development, urban design, and environmental planning.
- Assists in preparation, amendment, and implementation of the Comprehensive Plan, subarea plans, functional plans, and other long-range planning initiatives.
- Reviews planning studies prepared by staff, consultants, applicants, and partner agencies for consistency with City goals and policies.
- Assists the Community Development Director in the development and revision of ordinances, development regulations, and planning policies to implement new legislation, regulatory requirements, and planning initiatives.

Interdepartmental Coordination & Stakeholder Engagement

- Represents the department at public meetings, community forums, and meetings with partner agencies, developers, and civic organizations.

- Provides technical expertise and planning guidance to City staff, appointed boards, and elected officials on planning principles, development regulations, and land use issues.
- Coordinates planning projects and development review activities with internal departments, consultants, and external agencies.
- Assists in improving departmental procedures, workflows, and information systems to support efficient service delivery and public access to planning information.

Grant Administration & Program Management

- Performs professional grant administration functions including researching funding opportunities, preparing grant applications, and presenting funding proposals to federal, state, and other external funding agencies.
- Administers grant-funded programs and projects, including coordinating grant activities, monitoring implementation progress, ensuring compliance with grant agreements and regulatory requirements, maintaining program documentation, and preparing required financial and performance reports.
- Serves as lead project manager on assigned grant-funded initiatives and provides guidance and technical direction to less experienced staff members.

Environmental & Regulatory Program Support

- Supports program activities related to Federal Emergency Management Agency (FEMA) floodplain management and flood hazard mitigation.
- Ensures compliance with applicable environmental regulations and regulatory frameworks including SEPA and shoreline management requirements.

Budget, Consultant & Project Management

- Assists the Community Development Director in preparing and monitoring the departmental budget.
- Develops consultant scopes of work, budgets, and task orders for planning studies and projects.
- Manages consultant contracts and oversees consultant performance related to planning and development projects.

Emergency Response & Organizational Support

- May serve the City in a support role during emergency response operations or disaster recovery activities.

Other Duties

- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Urban or Regional Planning, Landscape Architecture or a closely related field.
- Five years of municipal planning related experience, with at least three years in an associate planner position.
- Or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered qualifying.

Licensing and Certification:

- Valid Washington State Driver's License with driving record free of serious or frequent violations
- American Institute of Certified Planner, AICP desirable

Knowledge, Skills, and Abilities

- **Land Use Planning & Regulatory Compliance**
Advanced knowledge of land use planning principles, zoning regulations, subdivision regulations, shoreline management, and environmental review requirements. Ability to interpret and apply municipal codes, development regulations, and state laws including SEPA and related regulatory frameworks.
- **Development Review & Project Management**
Ability to manage complex development proposals and discretionary land use applications from initial submittal through review, public hearings, decision-making, and implementation. Skilled in coordinating multi-departmental review processes and ensuring projects meet regulatory and policy requirements.
- **Public Process & Hearing Procedures**
Knowledge of quasi-judicial and legislative public processes, including Planning Commission, Hearing Examiner, and City Council procedures. Ability to prepare professional staff reports, present technical information clearly, and respond effectively to questions from decision-makers and the public.
- **Long-Range Planning & Policy Development**
Ability to conduct planning research and analysis and develop policy recommendations related to land use, transportation, economic development, environmental planning, and community development. Experience assisting with Comprehensive Plan updates, subarea plans, and development regulation amendments.
- **Grant Administration & Program Management**
Knowledge of grant funding processes including identifying funding opportunities, preparing grant applications, and administering grant-funded programs. Ability to monitor grant compliance, maintain documentation, coordinate program implementation, and prepare required financial and performance reports.
- **Interagency Coordination & Stakeholder Engagement**
Ability to establish and maintain effective working relationships with City departments, consultants, regulatory agencies, elected officials, developers, and the public. Skilled in facilitating collaboration and resolving complex planning and development issues.
- **Technical Analysis & Problem Solving**
Strong analytical and research skills with the ability to evaluate development proposals, assess regulatory compliance, and develop practical solutions to planning challenges.
- **Communication & Professional Representation**
Strong written and verbal communication skills with the ability to prepare technical reports, present information to public bodies, and represent the department in meetings with stakeholders, community groups, and partner agencies.
- **Program Administration & Organizational Support**
Ability to assist in departmental budgeting, manage consultant contracts and scopes of work, and support departmental initiatives and operational improvements.
- **Other Skills**

Ability to be coachable and open to feedback, collaborate effectively with others on a regular basis, and can demonstrate strong accountability for their work and responsibilities. They can contribute positively within a team environment while also working independently with minimal oversight, completing tasks reliably without the need for frequent reminders.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room setting as well as outdoors. A moderate amount of travel is involved in site visits and related activities. Incumbent is exposed to occasional inclement weather and the normal transportation activity such as high noise levels, moving vehicles and machines, dust and mud. Work requires some exertion such as climbing and walking over rough surfaces and loose materials, crouching, stooping, bending, and reaching, and occasional lifting of up to 50 pounds. Requires average physical agility and dexterity. Sitting, standing, and reaching is regularly required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Specific vision abilities required by this position include close vision, distance vision, color vision to perform reviews of plans. Good listening skills are required.



Human Resources
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Item 2.

Position: Associate Planner
April 2023

POSITION DESCRIPTION

Title: Associate Planner
Classification: Union
Grade: N/A
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Monthly Range (\$6,520 to \$7,774) | Hourly Range (\$37.61 to \$44.85)
Benefits: Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; WA State Retirement DRS and DCP; HRA employer contribution; Vacation and Sick Leave per accrual schedule; Holiday Pay; Floating Holidays. Benefits per Collective Bargaining Agreement.

Reports to: Community Development Director

Supervises: None

SUMMARY:

A union position under the direction of the Community Development Director. A position in this classification performs junior-level professional urban planning work. Work involves activities in support of major planning projects such as in preparation of the Comprehensive Plan, general long range planning issues, current planning, permit processing, and assisting with SEPA administration. This work requires the application of well-developed written and analytical skills in urban design, land use, code enforcement, transportation, economic development, and other subjects related to planning. Issues are often highly sensitive and may require direct contact with the citizens, elected officials, and officials from other jurisdictions, other City Administrators and community leaders. Incumbents must be able to communicate effectively and diplomatically. Work is performed under deadlines and requires attendance at public meetings and hearings, many of which are held in evening hours.

ESSENTIAL FUNCTIONS:

- Independently performs junior level planning and community development duties based on professional standards and established policies, guidelines and procedures.
- Performs the mid-level aspects of urban planning work either in long range policy or current planning, with increased independence. Work is performed under guidance and direction from Director or more experienced planners. Highly complex or sensitive issues are referred to higher level planners or directors.
- Assists in conducting analysis of development proposals for conformance with development regulations and the Comprehensive Plan and in the preparation of planning reports.
- Assists in the revision of ordinances to implement new concepts, legislation, or policies.
- Assists with the continual improvement of internal procedures, operations, and base data compilation and maintenance. Provides information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related planning information.

- Attends, as requested by the Community Development Director and/or the Mayor, City Council, Planning Commission meetings and public hearings, makes public presentations at the meetings, and responds to questions and comments.
- Perform plat reviews, sign reviews, and design review.
- Assists in the preparation of City census, coordination of planning efforts with other government jurisdictions, and implementation of grant programs such as FEMA grants.
- May serve as a member of various staff committees.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Urban Planning or a closely related field and 1-2 years municipal planning experience; or any combination of education and experience which would provide the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

- Valid Washington State Driver's License with driving record free of serious or frequent violations.

Knowledge, Skills, and Abilities:

Knowledge of:

- Local planning, zoning, and development codes and municipal government procedures.
- Planning-related legislation, principles, standards, regulations, policies, and techniques in the field of municipal land use planning, including areas such as land use, transportation, environmental impact, or other related areas.
- Grant programs.
- Research methods and ability to compile and analyze original data.
- Cartography and graphic design

Ability to:

Analyze information and formulate findings and recommendations clearly and concisely.

- Work in a team and independently.
- Operate a personal computer and applicable software.
- Express ideas clearly and concisely orally and in writing to individuals and to groups.
- Establish and maintain effective working relationships with Mayor, City Council, City Administrator, all levels of staff, City Boards and commissions, property owners, developers and the general public.
- Make decisions in a timely manner.
- Work independently with little or no supervision and prioritize work to meet deadlines.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room environment setting. Work involves sitting for prolonged periods of time, walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Job involves visits to project sites and travel to meetings away from the worksite. Vision abilities required by this position include close vision and the ability to adjust focus. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills and occasional lifting of up to 20 pounds. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.



Position: Planning and Permit Technician
February 2026

POSITION DESCRIPTION

Title: Planning and Permit Technician
Classification: Union
Grade: 2
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Hourly Range (\$32.41 to \$44.69)
Benefits: Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; WA State Retirement DRS and DCP; HRA employer contribution; Vacation and Sick Leave per accrual schedule; Holiday Pay; Floating Holidays. Benefits per Collective Bargaining Agreement.

Reports to: Community Development Director

Supervises: None

SUMMARY:

A union position under the general supervision of the Community Development Department. Performs the clerical and permit and planning intake duties of the Community Development Department. The Permit and Planning Technician will assist the public in the permit application process while always maintaining a high degree of customer service; coordinate permit and planning activities with other city departments; answer telephones; maintain electronic and paper records; distribute and track application reviews for permits and land use; receipt monies and process invoices in an accurate manner; assist department staff with preparation of code-related literature, permitting checklists, and public notices.

ESSENTIAL FUNCTIONS:

- Provides initial contact and planning and zoning information to the public via telephone, letter, internet or in person on procedures related to the permit application process and appropriate City ordinances, while maintaining a high level of customer service.
- Effectively communicates permit application requirements to builders, design professionals and the public.
- Receives submittal packages on a full range of permits, including clearing and grading, flood improvement, building, plumbing, mechanical, signs, fire, pre-application land use, and special events, and reviews these for completeness.
- Inputs permit related information into the permit management system; utilizes related software to maintain records, generate inspection schedules, reports, and other documents. Generates and sends correspondence relating to permit activities. Issues permits and notifies applicants regarding issuance of permits. Prepare departmental reports in a timely manner.
- Prepares fee sheets with a high degree of accuracy.
- Collaborates regularly with building official and planning staff.
- Tracks the acceptance, review, processing, assignment of addresses and tracking numbers, revisions, issuance and monitoring of permits associated with building construction and land use permits.

- Handles the calculation of fees and payments through the City's point of sale system, prepares deposits, reconciles monies received daily.
- Operates a personal computer and is familiar with the Windows operating system, Microsoft Word, Excel, Mybuildingpermit.com, Bluebeam Revu, as well as other necessary software needed for this position. Experience with TrakIt is highly desirable. Ability to learn new software as needed.
- Prepares project review invoices and maintains accurate and up-to-date accounting of all project accounts.
- Responsible for records management for the Community Development Department. Creates project files as instructed by lead planner; maintains filing system according to established procedures; responds to internal and external inquiries for access to records within the state mandated time periods; maintains up-to-date correspondence files for all department staff.
- May assist with preparation and distribution of Planning Commission and Council Committee meeting agendas and minutes. Assists with preparation and posting of public notices.
- Maintains the Community Development Department section of the city website.
- Responsible for maintaining, organizing, and replenishing department office supplies. Prepares office supply requisitions.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent.
- Knowledge of construction terminology related to building construction and the International Building Code (IBC), fire, plumbing and mechanical codes, as well as navigating municipal zoning codes and land use regulation.
- Minimum three years office experience with public contact.
- Minimum three years of experience in the construction or building industry, preferably in a technical capacity providing staff assistance in a municipal Community Development Department or related Department.
- AA degree or bachelor's degree in a related field. Equivalent combination of experience and education may be substituted.

Licensing and Certification:

- Preferred: International Code Council (ICC) Permit Technician Certification or ability to obtain within one year of employment. Accounting and Mybuildingpermit.com experience desirable.

Knowledge, Skills, and Abilities:

- Thorough knowledge of municipal administration, ordinances, statutes, and other legal processes.
- Use of independent judgment and effective decision making in the application of a wide variety of applicable laws, policies, ordinances, court decisions, procedures and practices in effective problem solving.
- Ability to assist in preparing clear and concise documents and reports and to compile and analyze records and reports.
- Major types of building construction materials and methods.
- Municipal government rules, regulations, policies and procedures.
- Basic principles of record keeping and accounting/bookkeeping.

- Ability to maintain confidentiality as appropriate.
- Ability to establish & maintain effective working relationships with Mayor, City Council, City Administrator, Department Heads, fellow employees, and the public.
- Ability to understand and execute oral and written instructions.
- Ability to work in a team and independently with little oversight and frequent reminders
- Ability to operate a personal computer and is familiar with the Windows operating system, Microsoft Word and Excel and accounting software programs.
- Ability to be coachable
- Ability to collaborate on a regular basis
- Ability to demonstrate accountability

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room environment setting. Work involves sitting for prolonged periods of time, walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision and the ability to adjust focus. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills and occasional lifting of up to 30 pounds. May be required to attend evening meetings. The noise level in the work environment is usually moderate. Some local travel may be required. Exposure to adverse weather conditions is minimal.