



CITY CLERK

\$74,856 - \$100,200

Plus Excellent Benefits

Apply by

July 11, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just east of Everett and north of Seattle, Monroe enjoys numerous advantages and the convenience of being a regional retail and commercial center while maintaining the livability of a small town.

Monroe offers a unique combination of family-friendly, high quality lifestyle with easy access to a wide variety of educational, cultural, and recreational opportunities.

If you are looking for an opportunity to make a difference in a beautiful and stable community surrounded by the best the Pacific Northwest has to offer, this is the position for you!

THE COMMUNITY

Located in Snohomish County at the intersections of State Route 522, State Route 203 and U.S. Highway 2 with a population of 18,865, Monroe is 33 miles northeast of Seattle and 15 miles southeast of Everett, Washington. Officially incorporated in 1902, Monroe has a rich history as an important stop on the Great Northern Railway which pushed over the Cascade Mountain Range at Stevens Pass.



Today Monroe is a lively and active community in transition, changing from a small rural town into a city of regional significance providing services and employment for residents in the Skykomish River Valley. Monroe has a vibrant historic business district and a strong regional retail and commercial area serving more than 45,000 residents in southeast Snohomish County. The City is home to institutions and events of county and statewide importance including the Monroe Correctional Complex, Evergreen State Fairgrounds and Evergreen Speedway, the only NASCAR track in the Northwest.

New residents are moving to Monroe seeking affordable housing in newly developed and established neighborhoods, good schools, and easy access to outdoor recreation and employment centers near Seattle and Everett.

City residents and visitors take advantage of the city's proximity to Stevens Pass, the Skykomish River, and numerous local parks and trails including the 60-acre Lake Tye Park, which hosts regional athletic events including the National Wakeboard Tour and Tri-Monroe Triathlon; the 90-acre Al Borlin Park, located near the city's historic business district and next to the Skykomish River; and the Lewis Street Boat Launch offering year-round access to world-class salmon and steelhead fishing.

THE CITY

The City of Monroe operates under a strong Mayor/Council form of government. The voters elect seven City Council members, in a non-partisan election, to serve four-year terms. The Mayor is elected by the voters and is the chief executive and administrative officer of the city.

The Mayor is in charge of all departments and employees. The Mayor hires a City Administrator to oversee and supervise all departments, except the police department, and to assist in the coordination and liaison of city business between the City Council and city departments. The Mayor may delegate authority over the police department to the City Administrator.

The Mayor and Council establish priorities for the City Administrator through adoption of the annual budget and strategic objectives designed to help achieve the city's mission.

Services provided by the city include Water, Sewer, Parks, and Police. Monroe is in excellent shape financially, with very healthy capital reserves. The City has a 2021 budget of \$95,749,340 including the general fund budget of \$18,502,948 and employs 115 FTEs. Departments of the City include Administration, City Clerk, Community Development, Economic Development, Emergency Management, Finance, Fire, Human Resources, Human Services, Municipal Court, Parks & Recreation, Permitting, Police, Public Works, Risk Management, and Utility Billing.

THE DEPARTMENT

The mission of the Monroe City Clerk's Office is to provide a linkage between the citizens and the City of Monroe by facilitating direct communication, transparent information sharing, and public participation. The City Clerk's Office performs a variety of services and administrative support to the City Administrator, City Council, City Departments, and members of the public. In addition, the City Clerk is the City of Monroe's Public Records Officer for all departments other than Police and the Municipal Court.

THE POSITION

Under the direction of the City Administrator, the City Clerk perform administrative duties of the City Clerk's office as outlined in RCW, acts as the Public Records Officer and administer the City's records management program, and functions as an assistant in a limited capacity to the Mayor. This position also performs administrative work in support of city clerk operations, functions and programs. To view a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

Candidates should have an Associate degree in a related field. Coursework beyond a two-year (2) level of college or business courses may be substituted for up to one (1) year of experience. Five (5) years records management, City Clerk, or Deputy City Clerk experience required. Other equivalent experience may be substituted (see job description for further details). Northwest Municipal Clerk's certification is desired, or the ability to acquire within the normal certification period (2-3 years).

Necessary Knowledge, Skills and Abilities:

- Knowledge of parliamentary procedures and ability to guide elected officials during meetings.
- Experience leading teams.
- Experience responding to complex public records requests.
- Knowledge and experience using electronic records management systems such as Laserfiche.
- Manage the Mayor's calendar.
- Ability to be well organized under tight timelines.
- Knowledge of legal requirements relating to the recording and preservation of all municipal actions.
- Knowledge of the operation of all departments within city government, including what resources each department provides the staff and public.
- General knowledge of governmental budgeting.
- Ability to develop, implement and maintain effective record keeping systems, procedures and policies.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



COMPENSATION & BENEFITS

- **\$74,856 - \$100,200 DOQ**
- 93% employer paid medical/dental/vision premiums for employee and dependents
- Part remote work available
- WA PERS retirement
- HRA VEBA
- 3% deferred compensation match
- \$50,000 life insurance
- 8.67 hours vacation accrual per month
- 8 hours sick leave per month
- 10.5 paid holidays
- 80 hours of exempt leave per year
- Access to City-owned workout facility



Please visit:
www.monroewa.gov

The City of Monroe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 11, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to www.prothman.com, click on “Open Recruitments” select “City of Monroe, WA – City Clerk” and click “Apply Online” or click [here](#).



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