



City of La Center

Seeks

Strategic Specialist

FLSA Exempt: Hourly Wage: \$29.65 - \$35.96 DOE

Generous medical/health paid benefits, paid time off, and participation in Washington State Retirement.

Position Summary

Assigned to the Finance/Administrative Service Department, this position will report to the Administrative Service Manager and support the work of the Senior Leadership Team in managing a variety of projects from development through adoption, implementation, and evaluation. The Strategic Specialist is an exempt confidential position.

Essential Duties/Primary Responsibilities

- Research regulations and the best practices of municipal operations for department heads, the Mayor, and elected officials to consider when making policy-level decisions. The employee will work closely with the City Attorney and multiple legal advisors in preparing and responding to various confidential communications/interactions.
- This employee will search and compile salary and employment-related data in support of a wide range of human resource and labor relations activities.
- Research the foundation of public policy decisions and submit for review recommendations regarding policies, standards, and procedures that may be adopted and implemented by the City's Leadership Team.
- Assist the City Clerk in researching particularly complex and difficult public records issues. Draft a response to the public records request, and when appropriate, recommend changes in internal procedures and processes that expediate the management/response to public records and are regulatory complainant.
- Participate in various employee-related activities to include coordination of selection processes, revision of job descriptions, conduct exit interviews, research comparable salary ranges, and produce a variety of internal employee communications. This work is confidential and subject to attorney client privilege.

- Establish a connection with government grant/award sources to identify potential funding sources, research the applicability of the revenue source to La Center's Strategic Plan and current priorities. Coordinate with city staff in preparing a grant proposal for submittal to the appropriate grant source. Recommend changes to current policies and prepare resolutions for executive review and revisions.
- Assist in the preparation of the City's Annual Report and the Annual budget as directed by the Administrative Service Manager. Write narratives, establish the format and graphics for City publications.
- Responsible for maintaining the City's electronic records database to include ensuring La Center's city code is current with the regional Code Publishing database.
- Establish interactive and collaborative relationships with adjacent municipalities to exchange information about professional standards, employment, and operational processes, and share resources when essential and feasible.
- Draft information and educational publications, prepare important/critical alerts, warnings, or emergency information for the City's website.
- Research budget and financial information data.
- Present information about policy issues, internal operational changes, and budget issues to the Council at the direction of the Administrative Services Manager.
- Coordinate onboarding of new employees, maintain information about employee benefits, and assist in processing payroll as needed.
- Collaborate cooperatively with colleagues per the City's Guiding Principles

Minimum Qualifications

- Three (3) years of experience working in a higher administrative level specific to research, policy development, and analysis of government-related data including budget, policies, and procedures.
- Minimum of an associate degree in accounting, public administration, or a related administrative/finance capacity. A bachelor's degree is preferred. Equivalent level of experience on a year-for-year basis substitutes for a degree.
- Proficient in the use of Microsoft Suites (Excel, Word, PowerPoint, Outlook), experience in using budget/finance related software is preferred, i.e., Springbrook, QuickBooks, etc.
- Required to attend and participate in training and conferences
- Communicate in writing and verbally in English with colleagues, partners, and community members.
- Must satisfactorily complete a pre-employment criminal check, and credit check before a final employment offer can be extended.
- Must possess a Washington State Driver's license with no more than one traffic violation in the last three (3) years, and to be insurable.

Work Environment

- The work of this position requires the employee to work in an open office environment, sitting for extended periods of time at a computer entering and retrieving data, and prepare a wide range of written communications.
- Must be able to travel from one building to another on the City's building campus
- Must lift ten (10) pounds, reach for documents on top selves and bend to retrieve documents from the floor.

To Apply

Send Resume and Cover letter to humanresources@ci.lacenter.wa.us no later than **October 25, 2021, at 5:00 PM.**

Applicants that are unable to demonstrate the correlation between their work experience and the essential functions of the Strategic Specialist position will not be given further consideration.

Finalist will be required to complete a timed written assessment as part of the continued selection process.

The City of La Center Is An Equal Opportunity Employer