



# HUMAN RESOURCES MANAGER/CLERK

## \$98,208 - \$108,816

*Plus Excellent Benefits*

*Apply by*

**October 25, 2020**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Nestled in the heart of the Pacific Northwest just a short drive from either the blue waters of the Puget Sound or the amazing slopes of the beautiful Cascade Mountains, the City of Snohomish is considered to be one of the most livable communities in Western Washington. Snohomish maintains its small-town, friendly atmosphere while also projecting an underlying sense of energy and potential growth. Residents are intent on maintaining a quality of life by effectively managing growth and ensuring that the City's high-quality municipal services are maintained in all operational areas.

The Human Resources Manager/Clerk is an active and bold member on the executive leadership team, who is supported by a Deputy City Clerk/Administrative Assistant who is responsible for much of the City Clerk's Office's administrative tasks. This is an excellent opportunity for the right Human Resources professional to live in a great community where the City is well-managed and financially stable.

## THE COMMUNITY

Located along the banks of the Snohomish River, the City of Snohomish is a community that maintains ties to the past while progressively shaping its future as the home of 10,200 residents. It is the commercial hub of the area, servicing a current trade area of approximately 80,000 people. The City of Snohomish is located in one of the fastest growing counties in the State, and is known as the "Antique Capital of the Northwest." The City is the third oldest city in the State of Washington and contains a significant National Historic District. Snohomish's ideal location, just 30 miles northeast of downtown Seattle, provides residents with easy access to a wide variety of recreational, cultural, and educational opportunities.

Snohomish is very much a model of how cities can reinvigorate their business districts by preserving their historic charm. The City has nurtured a great balance between regular businesses in modern facilities which serve the community and specialty shops in the historic part of town to serve the residents and the tourists alike.



The Historic District serves as a backdrop for annual shows and festivals, including a tour of homes, tour of gardens, classic motorcycle show, classic auto show, Easter parade, and other community festivals which can attract up to 30,000 visitors a day.

The City maintains 190 acres of parks and 5 miles of trails that connect to a regional system with flat terrain, which is ideal for bicyclists looking for an easy-going ride or those looking to picnic or play in a park. The Snohomish River, which borders the south end of City limits, provides water sports and fishing, while the nearby Sky Valley region and Cascade Mountains provide endless outdoor recreation opportunities.

The City of Snohomish is served by the Snohomish School District with approximately 10,100 students in grades K through 12. The District consists of three high schools, two middle schools, 10 elementary schools, a preschool, an alternative learning program for students, and a cooperative program for home-school families.



## THE CITY

The City of Snohomish utilizes a Mayor/Council form of government, with an elected strong Mayor and Council elected at-large. The Mayor's Office has direct administrative oversight of a full-service City run by the Mayor, City Administrator, two Department Directors, and three Managers. Snohomish has a cohesive City Council, who sets goals which are reflected in the City's Strategic Plan, "Imagine Snohomish: Promoting Vitality and Preserving Character." The Mayor, Council, City Administrator, and leadership staff are committed to working collaboratively to meet these stated goals of the City. Forty-five (45) full-time employees provide City services, with the Mayor guiding a \$22 million operating budget and a total budget of \$35 million (all funds). The City's Management Team includes the Mayor, City Administrator, Finance Director, Planning Director, Police Chief (contract), City Attorney (contract), Economic Development and Communication Manager, and Human Resources Manager/Clerk. The City contracts with the Snohomish County Sheriff's Office for law enforcement services, and therefore the Human Resources Manager/Clerk does not provide human resource services for Police Department personnel. Fire services are provided by a separate Fire District.

## THE POSITION

Under direction of the City Administrator, the Human Resources Manager/Clerk (Manager) directs and administers a wide variety of human resource, risk management and City Clerk's Office programs. A Deputy City Clerk/Administrative Assistant reports to the Manager and performs the majority of City Clerk's Office's administrative functions. The Manager is a member of the Management Team and provides a variety of analysis and leadership functions.



The Manager also supports the broader Leadership Team, which, in addition to the Management Team, includes the City Engineer, Utility Manager and Public Works Manager. For a full job description, please view the Human Resources duties [here](#), and the Clerk duties [here](#).



## OPPORTUNITIES & CHALLENGES

1. The Human Resources Manager/Clerk leads the labor relations and collective bargaining agreement (CBA) negotiations for the City. The City has two union CBA's, one with the office-technical employees and another with the public works employees. Both groups and the City worked collaboratively to sign four-year CBAs (December 2018 to December 2022). It will be a key function of the new Manager to build on the relationships with individual employees, both unions, exempt employees, and management, and provide useful data and support to elected leaders. The Manager will need to balance being a trusted mentor to employees as well as a providing key direction to management.
2. The Manager must lead and guide the City to continue to enhance the workplace culture. The City strives to be one of the best places to work for those who are called to serve in local government in the north Puget Sound area. The Manager should have a high level of emotional intelligence, provide a welcoming and supportive process for new hires, and support and advocate with the Wellness Committee to create team building, broad communication channels, and events that develop further trust, encouragement and collaboration amongst staff. This will include updating the "on boarding" program for new employees, elected officials, and board and commission members.

3. The Manager will guide, support and mentor the current Deputy City Clerk/Administrative Assistant, who performs the majority of the City Clerk's Office's administrative functions. The Assistant joined the City in April 2019, has a bachelor's degree, and is pursuing certification as a Certified Municipal Clerk (CMC).

4. The Manager will be responsible for managing current and future responses to COVID-19 issues, including developing a City policy related to telecommuting and other virtual work rules.

5. The Manager is expected to be a mentor, coach, and guide for directors, managers and supervisors relating to labor relations, CBA interpretation, and personnel issues. The Manager will be active to stay apprised of best management practices and new regulations and laws. The Manager will work closely with legal counsel and will attain legal guidance when required, and update personnel policies relating to compliance with new state laws and regulations.

6. The Manager is expected to lead the organization to create programs and promote training opportunities that build on technical skills, supervisory abilities, awareness, best management practices, and leadership. The Manager will also be in charge of updating personnel software with the City's new ERP system.

7. The City's Core Values are Service, Integrity, Leadership, Teamwork and Safety. The Manager will provide opportunities to foster each of these values and build an organization where all staff, from a new maintenance worker to a senior manager, are recognized regional leaders, formally and informally.



## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree from an accredited college or university in human resources, public administration, business administration, or a related field; four (4) years of experience performing responsible and complex human resource generalist work; and two (2) years of administrative and supervisory responsibilities are required. Candidates must have possession of a valid Washington State Driver's License by time of hire. Additional experience and specialized training may substitute for formal education. The ideal candidate will have local government human resources experience and experience in performing the responsible and complex duties related to City Clerk functions.

### Necessary Knowledge, Skills and Abilities:

- Human Resources generalist with personnel and benefits experience and knowledge, including FMLA rules and regulations, and risk management and training knowledge and experience.
- An understanding of City Clerk roles and responsibilities in working with the Mayor and City Council. Knowledge of Public Records laws and regulations.
- Strong verbal and written communication skills, including the ability to communicate in a formal session and in an individual, personal setting.
- The successful candidate should have a history of advocating for diversity and inclusion and demonstrating a sensitivity to diversity with staff, the community and future candidates considering employment with the City.
- Experience with labor relations, collective bargaining, and negotiating. The ability to read, understand, and interpret Collective Bargaining Agreements, and guide and mentor supervisory staff relating to CBA issues.
- Wellness and employee recognition program experience, and the ability to mentor and coach leadership, supervisory and line staff relating to personnel management issues.
- Ability to separate and manage day-to-day hands-on work with the need for future/forward/big picture thinking.
- The ideal candidate will have strong interpersonal skills, be welcoming, available, confidential, trustworthy, caring, compassionate, and understanding, and demonstrate the ability to take an interest in a personal issue of an employee.

- The ability to observe the culture of the organization and offer ideas to leadership to improve the work environment as needed.
- An ability to make a strong case for decisions and hold one's ground if challenged, remaining objective, neutral, and confident.



## COMPENSATION & BENEFITS

- **\$98,208 - \$108,816 DOQ**
- Medical, vision and dental with 90% employer paid contributions for employee and dependent coverage
- Dual insurance incentive program
- Life insurance
- Short-term and long-term disability insurance
- Washington State PERS
- 457 deferred compensation (voluntary)
- Paid time off (annual leave)
- 11 paid holidays
- Employee assistance program

To learn more, please visit:  
[www.snohomishwa.gov](http://www.snohomishwa.gov)

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The City of Snohomish is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 2020**. (First review, open until filled), Applications and materials will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments" followed by "Human Resources Manager/Clerk – City of Snohomish, WA" and click "Apply Online", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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