

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: HR Specialist/Deputy City Clerk
Department: Administration
Representation: N/A
Salary: \$6,637 - \$7,848 per month, DOQ
Non-Union, Overtime Eligible

First Review of Applications: June 2, 2025

Position Open Until Filled

POSITION SUMMARY:

The HR Specialist/Deputy City Clerk performs a variety of human resources functions, including recruitment, employee relations, and personnel record management. The position ensures compliance with employment laws, policies, and procedures while supporting the City's goal of maintaining a positive and productive work environment.

As Deputy City Clerk, this position supports the City Clerk in managing official City records, preparing Council meeting materials, processing public records requests, and maintaining official documents and contract indexes. Additional responsibilities include providing administrative support to the City Manager's office, updating the City's website, assisting with special projects, and serving as the backup to the City Clerk.

This dual role position requires strong organizational skills, keen attention to detail, and the ability to manage sensitive information with utmost confidentiality. The ideal candidate will be a team player with excellent communication skills, a strong customer service mindset, and a commitment to supporting City operations and initiatives.

ESSENTIAL FUNCTIONS include but are not limited to:

- Serve as backup to the City Clerk, performing all statutory duties of the City Clerk as required.
- Assist with public records requests, ensuring compliance with the Public Records Act and City policies when accessing and providing records and information.
- Assist with preparing the Council agenda packet and related materials.
- Proofread minutes, reports, correspondence, forms, and other written materials for accuracy.
- Update content on the City's website and social media platforms as needed.
- Prepare minutes, public notices, and other correspondence.
- Assist in managing the City's records management program, including retention and disposition schedules, and ensuring the preservation of historical records and information.
- Maintain official City documents, including contracts, indexes, ordinances, resolutions, proclamations, and municipal code codification.
- Administer FMLA and other leave programs in compliance with federal and state laws.
- Maintain accurate and up-to-date personnel files in compliance with legal requirements.
- Develop, review, and update job descriptions to reflect current roles and responsibilities.

- Coordinate and manage the digitization of personnel records and forms.
- Oversee employee relations, policy implementation, and compliance with employment laws and regulations.
- Coordinate the performance evaluation process.
- Assist in labor negotiations and grievance processes as requested.
- Compile salary and benefit information to support City management during salary studies and labor negotiations.
- Respond to salary surveys and other wage/benefit data requests from other agencies.
- Support the recruitment processes, including onboarding and offboarding of employees.
- Prepare personnel action forms, ensuring necessary approvals and timely filing.
- Assist with the development and delivery of employee training and development programs.
- Coordinate and manage special projects and assignments as directed.
- Provide administrative support to the City Manager, City Clerk, and City Council as needed.
- Attend City Council meetings and other official meetings occasionally as needed.
- Review agenda summaries, resolutions, and ordinances for accuracy.
- Monitor and track state and federal legislation and regulations relating to human resources operations.
- Serve as a Notary Public for the City and the public as required.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by employees in this classification or lower. On occasion, the HR Specialist/Deputy City Clerk may serve as Acting City Clerk.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED equivalent
- An associate's degree from a two-year college or business school with coursework in human resources, public administration, organizational development, or a related field is preferred; and
- Three (3) to four (4) years of progressively responsible human resources experience, preferably in the public sector; or
- An equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the essential function of the position will be considered.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Employment laws, regulations, and best practices related to human resources administration, including ADA, FMLA, FLSA, HIPAA, and Washington Family Leave Act.
- Record management practices, including local government records retention requirements.
- Business English, including composition, spelling, grammar, and punctuation.

- Robert’s Rules of Order and its application to City meetings.
- Relevant city, state, and federal rules, regulations, and legislation governing municipal operations and the conduct of official City business.
- Modern office procedures and practices.

Skill in:

- Designing professional documents and business correspondence.
- Accurately proofreading and editing.

Ability to:

- Handle and maintain sensitive and confidential records with discretion and professionalism.
- Maintain accurate records and keep files organized.
- Provide exceptional customer service by providing guidance and clarification on personnel policies, procedures, and legal requirements.
- Communicate and interact with coworkers, City officials, and the public in a tactful, diplomatic, and customer service-oriented manner.
- Remain calm, professional, and effective in high-pressure situations.
- Type and enter data accurately and efficiently.
- Interpret and explain collective bargaining agreements and City personnel policies.
- Recommend improvements to policies, procedures, and services for continuous organizational enhancements.
- Compile, analyze, and interpret complex data and statistics.
- Continuously enhance job-related knowledge and skills through training and professional development.
- Communicate clearly, concisely, professionally, and courteously both verbally and in writing at a level necessary for efficient job performance.
- Establish and maintain effective working relationships with the City Manager, Mayor, City Council, staff, vendors, and the public.
- Plan, prioritize, and organize tasks to meet deadlines.
- Work independently, managing multiple tasks simultaneously with frequent interruptions.
- Identify problems, evaluate options, and recommend effective solutions.
- Attend evening City Council meetings as required.
- Maintain reliable attendance, a positive attitude, and a sense of humor in the workplace.
- Operate listed tools and equipment efficiently.
- Work proficiently with Microsoft Office, Adobe products, and other software applications as required by the job.

LICENSE AND CERTIFICATION REQUIREMENTS:

- A Notary Public license is desirable but not required.
- Municipal Clerk certification is preferred but not required.
- Valid Washington State Driver’s License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Must be bondable.

SUPERVISION:

Work is performed under the general supervision of the City Manager, with additional guidance from the City Clerk on related duties.

TOOLS AND EQUIPMENT USED:

Work involves the use of a personal computer, Microsoft Office applications (including Word and Excel), other job-specific software, a 10-key calculator by touch, Zoom phone system, copiers, printers, fax machines, audio recording software, scanners, other general office equipment, and automobiles.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described below are representative of those required to perform the essential functions of this position successfully.

Work is primarily performed in a standard office setting with frequent interruptions. The environment includes moderate noise levels typical of an office, including ringing phones, multiple conversations, and the operation of office equipment. Exposure to noise and hazards outside of a typical office environment is minimal.

The position requires prolonged periods of sitting, as well as the ability to talk and hear clearly. Hand-eye coordination is necessary to operate computers and office equipment, and the use of hands is needed for reaching, handling, grasping, and manipulating objects, tools, or controls. Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is occasionally required to stand, walk, reach, stoop, kneel, crouch, or crawl. The position may involve occasionally lifting or moving objects weighing up to 25 pounds. Employees will be required to wear safety protective gear when necessary.

The employee may be exposed to highly stressful situations, including interactions with challenging individuals. The position also requires flexibility to work occasional evening hours to attend City Council meetings as needed.

SELECTION GUIDELINES:

The selection process may include a formal application, evaluation of education and experience, oral interviews, reference checks, and job-related testing.

ADDITIONAL INFORMATION:

Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA) to enable individuals with disabilities to perform the essential functions of this position.

Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States within three business days of their hire date, as mandated by the Immigration Reform and Control Act of 1986.

The City of Fircrest is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify the City immediately.

The City of Fircrest is a drug-free, tobacco-free workplace.

This job description does not constitute a contract of employment between the City and the employee. It is subject to change based on the City's needs and job requirements. The duties outlined provide a general overview of the position and do not encompass all responsibilities. Employees may be required to perform other related duties as assigned by their supervisors. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

BENEFIT INFORMATION:

The City of Fircrest offers a comprehensive benefits package, including:

- Medical, dental, vision, and orthodontia coverage for employees and their families.
- Choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF Plan 2 for Police.
- Voluntary participation in a deferred compensation program.
- Generous leave benefits, including 11 paid holidays, a personal holiday, vacation and sick leave, and overtime options (if applicable).
- Employee Assistance Program (EAP) and a fitness reimbursement plan.

The City promotes employee wellness through various programs and initiatives, encouraging active participation in its employee wellness program. As a result, the City of Fircrest is a proud recipient of the Association of Washington Cities Well City Award.