



# City of Cle Elum

POSITION DESCRIPTION  
DECEMBER 2025

**POSITION TITLE:** ASSISTANT CITY ADMINISTRATOR

**REPORTS TO:** Reports directly to the City Administrator under the direction of the Mayor.

**SALARY RANGE:** \$ 7,222 - \$ 8,779 per Month

**STATUS:** Full Time Exempt

**AFFILIATION:** Non-Union

**WORKWEEK BASIS:** 40

**JOB SUMMARY:** The Assistant City Administrator serves as a key member of the City's leadership team, supporting the City Administrator in managing and coordinating the daily operations of the City, providing both professional management and administrative leadership. This position plays a key role in implementing City policies, overseeing departmental functions, administering human resource activities, and coordinating internal and external relationships and communications. The role demands strong independent judgment, initiative, and discretion while promoting collaboration, proactive problem solving, transparency, and a positive, service-oriented organizational culture within a small-city setting.

## ESSENTIAL JOB FUNCTIONS

### ***Assistant City Administrator:***

1. Provide high level support to the City Administrator, Mayor, City Council, and all City departments.
2. Assists the City Administrator in managing city operations, programs, and policy implementation.
3. Oversees all departments within city hall and supervises staff as delegated by the City Administrator.
4. Prepares reports, presentations, and policy recommendations for the City Administrator and City Council.
5. Serves as backup to key function at City Hall as directed.
6. Coordinates special projects, interdepartmental initiatives, and process improvement efforts.
7. Meets with a variety of civic leaders, business leaders and community groups regarding their concerns, program priorities and City services.
8. Attend a variety of meetings and conferences, serve on committees and administrative boards, and represent the City Administrator as directed.
9. Attend all regularly and specially scheduled council meetings (usually two per month) unless excused by the City Administrator or Mayor.
10. Attend community events and activities and represent the City as directed.

11. Serves as Acting City Administrator in the absence of the City Administrator.
12. Maintain a high level of customer service in all interactions with the public.
13. Performs other duties as directed by the City Administrator or Mayor.

***Human Resource Administration:***

1. Administers and supports all human resource functions including recruitment, hiring, onboarding, employee relations, training, and performance management.
2. Manages labor relations activities, including acting as Chief negotiator, handles and/or participates in grievances and interest arbitration hearings. Directly assists all departments in the resolution of grievances and administration of collective bargaining agreements.
3. Represents the City in administrative hearings such as unemployment, industrial insurance, and human rights.
4. Ensures compliance with federal, state, and local employment laws and regulations.
5. Maintains and updates personnel policies, job descriptions, and the employee handbook.
6. Provides guidance to department heads and supervisors on personnel policies, HR-related issues and best practices.
7. Coordinates benefits administration and work with external providers on insurance and retirement programs.
8. Promotes professional development and a positive, inclusive organizational culture.

***Public Information Officer***

1. Develops and implements communication strategies to inform and engage residents, businesses, and community stakeholders.
2. Oversees preparation of press releases, newsletters, website updates, and social media content.
3. Serves as a spokesperson for the city when designated by the Mayor or City Administrator.
4. Coordinates community outreach efforts and public information during special events, emergencies, and major initiatives.
5. Ensures clear, consistent, and transparent communication between city leadership, staff, and the public.

**NECESSARY KNOWLEDGE AND ABILITIES:**

***Knowledge, Skills, and Abilities:***

- Thorough understanding of public administration, personnel management, and organizational development.

- Knowledge of applicable employment laws, labor relations, and workplace policies.
- Strong communication and interpersonal skills; adept at engaging diverse audiences.
- Demonstrated ability to conduct thorough and accurate research.
- Analyze complex issues, make data-driven recommendations, and manage multiple priorities.
- Proficiency in Microsoft Office and other management software.
- Commitment to ethical leadership, teamwork, and community service.
- Establish, evaluate and implement administrative/operational policies, practices and procedures.
- Maintain confidential data and information.
- Prepare and analyze complex reports.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems.

#### **MINIMUM QUALIFICATIONS:**

- At least 5 years’ experience working in public administration, human resources, communications, or related fields.
- Valid Washington State Driver’s License.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The Assistant City Administrator works primarily in a professional office environment and interacts frequently with elected officials, city staff, and the public. The position requires attendance at evening meetings, public hearings, and community events as part of regular duties. Work is typically performed indoors, with occasional travel to other government offices, conferences, or training sessions. The role may involve managing multiple projects under tight deadlines and responding to issues outside normal business hours, especially during emergencies or community incidents. This position requires a high degree of professionalism, discretion, and adaptability in a fast-paced municipal setting.

#### **COMPENSATION AND BENEFITS:**

<b>Wage Range:</b>	\$86,668 - \$105,346 per Year \$ 7,222 - \$ 8,779 per Month	<b>Benefits:</b>	Paid Medical Benefits PERS Retirement System \$275 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
<b>Incentive Pay:</b>	Longevity		

#### **NOTICE:**

The above position description does not include ALL essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the city administrator to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.