

## PROPOSAL

Over the last few months as I am becoming acquainted with the major issues facing the town that need to be addressed it is apparent that in order to be successful on all fronts, I will need administrative support.

### THE NEED

- Landfill Clean up is requiring a high level of communication, coordination, review of documents, meetings, grant administration.
- SR 161 Streetscape Project will continue to require a significant amount of time in project management, funding, agreement amendments, record keeping, construction decisions, Town utility coordination and information to public
- Comprehensive Plan update: financing, consultant assistance, grants, project oversight
- Water Supply Issues need to be dealt with right away: consultant assistance, work with stake holders, seeking funding
- Water lines in the core commercial need to be replaced right away and the water fund does not have enough money. We need grants to replace these old undersized water mains right away.
- Continue to assist the planning and development permitting to improve processes, forms, handouts, procedures, protecting city interests
- Town wide Capital Improvement Plan update is needed for the Comprehensive Plan update and needed for most grant applications.
- Assessing the needs of the Public Works Department so that the backbone infrastructure of the Town is adequately maintained and repair and replacement is funded.
- We have been successful in pulling in some grants already and expect to be able to bring in some more. With each grant application received brings in more grant administration and project management work.
- Policy and code review
- Moving existing grant funded projects forward

- Carter Street will be moving to construction this fall but to get there we need funding paperwork with TIB, contract negotiations and project management and administration
- Freezer / fridge
- Community center generator
- SCADA telemetry
- Community Center HVAC
- Stormwater treatment and detention issues for development and redevelopment of the downtown area: collaboration with the Nisqually tribe, project planning, cip update, grant applications, local funding options from development.
- Develop a Comprehensive Development and permitting fee schedule

The above are major work areas are in addition to the day to day town management, interface with the public, various agencies, developers, and state regulatory agencies.

## **TIMING**

The number of grants and the amount of money that is available at this time is unprecedented. There are excellent opportunities to catch up on some very important infrastructure issues at this time. This summer will be bringing up a large number of grant application deadlines.

## **PROPOSED POSITION**

The proposed position would provide clerical support for the Town Administration on all of the major work items noted above and provide additional staff time to work on grant applications.

Respectfully Submitted,

Seth Boettcher

The town administration is asking the Council to approve the hire of a Grant Writer/Administrative Assistant III for Seth Boettcher (salary range and job description attached). We are asking that this position be approved for a six month time frame at which time the need would be reviewed and the position be extended or eliminated. The financial analysis attached to this request shows that we can certainly afford this individual for six months.

The circumstances driving this need are:

- 1) For the first time in many years, we have an individual on staff who understands and knows how to solve infrastructure issues (Seth). The towns infrastructure needs have historically been ignored and we just can't keep ignoring them. They need to be fixed.
- 2) There is a tremendous amount of grant money currently available for town improvements. We totally missed the first round of grants as the town did not apply for any of the available monies. The window of opportunity is closing. The second (and final) round of grant application deadlines are just around the corner (many of them in July of this year). If we are serious about fixing our issues with grant money (rather than incurring long term debt to fix our issues) we need to act now.
- 3) Activity in town is increasing and we are finding we just don't have enough hours in the day to complete all the things we are trying to accomplish. We need help.
- 4) Seth is performing too many administrative tasks. He should be using the skill set we are paying him for to do higher end activities and not deal with the simpler administrative tasks.
- 5) We know we are going to receive some of the grants we will be applying for. We need someone to help manage those grants and the projects they will be supporting.

Our need is immediate. We are asking the council to approve of this position during this meeting. If this is not possible, then we have a backup request.

Our backup request is that the council approve the hire of the same position as a sub-contractor with citizens paying for the sub-contractors salary. We already have citizens who recognize the importance of this position for the town and are willing to contribute to 100% of the sub-contractor salary requirements in order to insure we do not miss out on the grant opportunities that are available. We appreciate your consideration on this issue.

## 2022 Current Expense fund Financial Analysis Overview

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### **A) 2022 actuals through 5/31/22 versus budget and forecasted 2022 year end**

- 1) Revenues – we are currently at 49.2% of budget with 41.4% of the year complete.
- 2) Expenditures - we are currently at 38.9% of budget with 41.4% of the year complete.
- 3) Assuming the first five months of the year accurately reflect what will happen in the last 7 months of the year, we will exceed our budgeted revenue projections by \$477,386 (up 18.9% over budgeted revenues).
- 4) Assuming the first five months of the year accurately reflect what will happen in the last 7 months of the year, we will under spend our budgeted expenditures by \$170,329 (6% under budgeted expenditures).
- 5) Combining the revenue forecast and the expenditures forecast, our profitability would improve by \$647,715 resulting in a profit for 2022 of \$217,417 (647,715 - \$376,298).

### **B) 2022 budget versus historical budgets**

- 1) Projected 2022 revenues are down \$267,165 from 2021 actuals (10.8%).
- 2) Projected 2022 Expenditures are up \$386,968 from 2021 actuals (15.7%).
- 3) Projected fund revenues are lower than the actuals have been in the last 4 years.
- 4) Projected fund expenditures are higher than they have been in the last four years.
- 5) If we assume that revenues and expenditures for 2022 will match the 2021 actuals, profitability will increase by \$654,133 for the year (resulting in a profit of \$277,835).

### **C) Town of Eatonville budget process analysis**

- 1) The budgeting process the town uses has under budgeted revenues by an average of \$406,836 over the past four years.
- 2) The budgeting process the town uses has under budgeted expenditures by an average of \$36,098 over the past four years.
- 3) Combined, the process has missed overall actuals by an average of \$370,098.
- 4) When you filter this data into the 2022 budget, profitability goes from (\$376,298) to (\$6,200). This is a process driven change only.



Below are the **General Fund** budget amendments that have been identified by Miranda (there may be more). These have been included in the attached budget analysis which takes actuals through May 31<sup>st</sup> and extrapolates where we will be at the end of the year assuming similar incoming revenues and similar outgoing expenses for the last 7 months of the year.

June 2022 Proposed Budget Amendment

FUND	Account Description	Adopted Budget	Amendment	Amended Budget	Description of Change
<b>General Fund-001</b>	<b>REVENUE</b>				
308 91 01 00	Beginning Balance	\$ 1,000,000.00	\$ 108,119.13	\$ 1,108,119.13	Actual Beginning Balance
	<b>TOTAL REVENUE</b>	\$ -	\$ 108,119.13		
	<b>EXPENDITURE</b>				
521 20 10 00	Law Enforcement Salaries & Wages	\$ 331,000.00	\$ 129,000.00	\$ 460,000.00	Added Chief/increased wage for Officers
521 20 20 00	Law Enforcement Personnel Benefits	\$ 160,000.00	\$ 25,000.00	\$ 185,000.00	Added Chief
521 20 41 02	Law Enforcement Intergovernmental Services	\$ 316,530.00	\$ (213,000.00)	\$ 103,530.00	Cancelled contract Chief
521 20 49 00	Law Enforcement Misc	\$ 650.00	\$ 15,350.00	\$ 16,000.00	Outfit Chief
594 21 64 00	Law Enforcement Capital	\$ -	\$ 47,818.64	\$ 47,818.64	New PD vehicle
					Budgeted amount based on 2021 rates-
522 10 41 00	Fire Control Prof. Services	\$ 710,208.00	\$ (43,708.00)	\$ 666,500.00	Include PILT
522 60 48 00	Refurbish/Repair Antique Fire Truck	\$ -	\$ 1,000.00	\$ 1,000.00	Refurbish/Repair Antique Fire Truck
558 60 10 00	Plann/Build Salaries & Wages	\$ 57,000.00	\$ 57,000.00	\$ 114,000.00	Planner Wages
558 60 20 00	Plan/Building Personnel Benefits	\$ 22,000.00	\$ 22,000.00	\$ 44,000.00	Planner Benefits
558 60 41 00	Plann/Build Prof. Services	\$ 120,000.00	\$ (70,000.00)	\$ 50,000.00	Removed Contract Planner
					Grant from PC ARPA Funds for Walk-in
594 62 60 02	Walk-In Fridge/Freezer	\$ -	\$ 29,088.33	\$ 29,088.33	fridge/freezer for CC food bank-Revenue received in Dec 2021
508 91 01 00	Ending Fund Balance	\$ 623,702.10	\$ 108,570.16	\$ 732,272.26	New Estimated Ending balance
	<b>TOTAL EXPENDITURE</b>		\$ 108,119.13		



Town of Eatonville Financial Analysis - 2022 Current Expense fund

Fund	2022 Amended Budget	2022 Actuals thru 5/31/22	% of budget	% of year	Full year Extrapolations**	% of budget	Over/Under budget
<b>Revenues</b>							
Taxes	\$ 1,716,150	\$ 870,994	50.8%	41.4%	\$ 2,105,383	123%	Over
Licenses and Permits	\$ 78,200	\$ 45,153	57.7%	41.4%	\$ 109,145	140%	Over
State Generated	\$ 105,651	\$ 49,783	47.1%	41.4%	\$ 120,336	114%	Over
Charges for Services	\$ 63,625	\$ 13,497	21.2%	41.4%	\$ 32,625	51%	Under
Fines and forfeitures	\$ 20,800	\$ 6,019	28.9%	41.4%	\$ 14,549	70%	Under
Misc Revenues (amended)	\$ 107,750	\$ 29,126	27.0%	41.4%	\$ 70,404	65%	Under
Non Revenues	\$ -	\$ 46,409		41.4%	\$ 112,181		Over
Other Revenues	\$ -	\$ 752		41.4%	\$ 1,818		Over
Interfund Transfers	\$ 435,000	\$ 181,250	41.7%	41.4%	\$ 438,121	101%	Over
<b>Total Fund Revenues</b>	<b>\$ 2,527,176</b>	<b>\$ 1,242,983</b>	<b>49.2%</b>	<b>41.4%</b>	<b>\$ 3,004,562</b>	<b>119%</b>	<b>Over</b>
<b>Expenditures</b>							
Legislative	\$ 33,614	\$ 16,560	49.3%	41.4%	\$ 40,029	119%	Over
Judicial	\$ 37,000	\$ 5,005	13.5%	41.4%	\$ 12,098	33%	Under
Executive	\$ 193,075	\$ 60,521	31.3%	41.4%	\$ 146,292	76%	Under
Finance	\$ 425,750	\$ 165,837	39.0%	41.4%	\$ 400,864	94%	Under
Legal Services	\$ 37,000	\$ 9,823	26.5%	41.4%	\$ 23,744	64%	Under
Central Services	\$ 15,650	\$ 4,629	29.6%	41.4%	\$ 11,189	71%	Under
General Governmental Services	\$ 10,200	\$ 2,598	25.5%	41.4%	\$ 6,280	62%	Under
Law Enforcement (amended)	\$ 932,749	\$ 409,807	43.9%	41.4%	\$ 990,593	106%	Over
Fire Control (amended)	\$ 667,500	\$ 284,848	42.7%	41.4%	\$ 688,540	103%	Over
Jail Costs	\$ 30,000	\$ 4,221	14.1%	41.4%	\$ 10,203	34%	Under
Airports, Port, Terminal	\$ 8,577	\$ 1,912	22.3%	41.4%	\$ 4,622	54%	Under
Animal Control	\$ 3,600	\$ 776	21.6%	41.4%	\$ 1,876	52%	Under
Planning/Comm Development (amended)	\$ 222,800	\$ 61,143	27.4%	41.4%	\$ 147,796	66%	Under
Housing and Community Development	\$ 600	\$ -	0.0%	41.4%	\$ -	0%	Under
Substance Abuse	\$ 800	\$ 435	54.4%	41.4%	\$ 1,051	131%	Over
Spectator and Community Events	\$ 1,500	\$ -	0.0%	41.4%	\$ -	0%	Under
Cultural and Recreational Facilities	\$ 36,665	\$ 14,402	39.3%	41.4%	\$ 34,813	95%	Under
Park Facilities	\$ 68,000	\$ 30,727	45.2%	41.4%	\$ 74,274	109%	Over
Non Expenditures	\$ -	\$ -		41.4%	\$ -		Under
Debt Service	\$ 23,855	\$ -	0.0%	41.4%	\$ -	0%	Under
Capital Expenditures	\$ -	\$ -		41.4%	\$ -		Under
Interfund Transfers	\$ 75,000	\$ 24,549	32.7%	41.4%	\$ 59,340	79%	Under
<b>Total Fund Expenditures</b>	<b>\$ 2,823,935</b>	<b>\$ 1,097,793</b>	<b>38.9%</b>	<b>41.4%</b>	<b>\$ 2,653,606</b>	<b>94%</b>	<b>Under</b>
							<b>\$ (170,329) -6.0%</b>

\*Assumes linear performance

Comments:

- 1) We are on track to beat revenue projections by \$ 477,386 18.9%
- 2) We are on track to beat expenditure projections by \$ (170,329) -6.0%
- 3) If projections are accurate, ending balance will be \$ 647,715 over budgeted ending balance of \$761,272
- 4) If projections are accurate, current expense profitability would be \$217,417 (\$647,715 - \$376,298)
- 5) New projected ending balance would be \$1,033,256



## Town of Eatonville Financial Analysis - Current Expense fund

Fund	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2021 versus 2022	Up or Down	% Change
<b>Revenues</b>								
Taxes	\$ 1,585,752	\$ 1,620,380	\$ 1,585,050	\$ 1,891,062	\$ 1,716,150	\$ 174,912	Down	9.2%
Licenses and Permits	\$ 91,979	\$ 8,410	\$ 119,529	\$ 106,215	\$ 78,200	\$ 28,015	Down	26.4%
State Generated	\$ 105,481	\$ 175,482	\$ 240,835	\$ 162,028	\$ 105,651	\$ 56,377	Down	34.8%
Charges for Services	\$ 58,000	\$ 70,356	\$ 71,989	\$ 59,022	\$ 63,625	\$ (4,603)	Up	7.2%
Fines and forfeitures	\$ 23,683	\$ 20,677	\$ 20,115	\$ 19,011	\$ 20,800	\$ (1,789)	Up	8.6%
Misc Revenues	\$ 88,831	\$ 72,138	\$ 64,352	\$ 56,636	\$ 57,750	\$ (1,114)	Up	1.9%
Non Revenues	\$ 234,851	\$ 239,894	\$ 54,844	\$ 58,123	\$ -	\$ 58,123	Down	100.0%
Other Revenues	\$ 31,080	\$ 110,582	\$ 13,931	\$ 739	\$ -	\$ 739	Down	100.0%
Interfund Transfers	\$ 400,930	\$ 418,900	\$ 403,771	\$ 391,505	\$ 435,000	\$ (43,495)	Up	10.0%
<b>Total Fund Revenues</b>	<b>\$ 2,620,587</b>	<b>\$ 2,736,819</b>	<b>\$ 2,574,416</b>	<b>\$ 2,744,341</b>	<b>\$ 2,477,176</b>	<b>\$ 267,165</b>	<b>Down</b>	<b>-10.8%</b>
<b>Expenditures</b>								
Legislative	\$ 19,260	\$ 19,175	\$ 16,510	\$ 23,546	\$ 33,614	\$ (10,068)	Up	42.8%
Judicial	\$ 42,007	\$ 35,660	\$ 30,947	\$ 23,781	\$ 37,000	\$ (13,219)	Up	55.6%
Executive	\$ 143,097	\$ 147,872	\$ 151,145	\$ 136,542	\$ 193,075	\$ (56,533)	Up	41.4%
Finance	\$ 395,705	\$ 420,923	\$ 429,291	\$ 330,657	\$ 425,750	\$ (95,093)	Up	28.8%
Legal Services	\$ 27,665	\$ 32,168	\$ 34,543	\$ 35,260	\$ 37,000	\$ (1,740)	Up	4.9%
Central Services	\$ 21,192	\$ 10,901	\$ 19,461	\$ 18,412	\$ 15,650	\$ 2,762	Down	15.0%
General Governmental Services	\$ 3,148	\$ -	\$ 9,805	\$ 4,072	\$ 10,200	\$ (6,128)	Up	150.5%
Law Enforcement	\$ 708,141	\$ 736,212	\$ 728,278	\$ 780,268	\$ 928,580	\$ (148,312)	Up	19.0%
Fire Control	\$ 482,967	\$ 472,614	\$ 630,427	\$ 616,719	\$ 710,208	\$ (93,489)	Up	15.2%
Jail Costs	\$ 25,969	\$ 30,058	\$ 5,288	\$ 241	\$ 30,000	\$ (29,759)	Up	12348.1%
Airports, Port, Terminal	\$ 2,317	\$ 3,191	\$ 2,946	\$ 2,543	\$ 8,577	\$ (6,034)	Up	237.3%
Animal Control	\$ 3,444	\$ 2,814	\$ 2,288	\$ 2,535	\$ 3,600	\$ (1,065)	Up	42.0%
Planning and Community Development	\$ 136,864	\$ 193,374	\$ 212,839	\$ 244,708	\$ 213,800	\$ 30,908	Down	12.6%
Housing and Community Development	\$ 69,230	\$ -	\$ -	\$ -	\$ 600	\$ (600)	Up	10.1%
Substance Abuse	\$ 753	\$ 842	\$ 852	\$ 890	\$ 800	\$ 90	Down	1751.9%
Spectator and Community Events	\$ 1,865	\$ 277	\$ 679	\$ 81	\$ 1,500	\$ (1,419)	Up	5.9%
Cultural and Recreational Facilities	\$ 36,547	\$ 28,437	\$ 25,957	\$ 34,606	\$ 36,665	\$ (2,059)	Up	-15.1%
Park Facilities	\$ 84,512	\$ 67,282	\$ 58,131	\$ 80,125	\$ 68,000	\$ 12,125	Down	-100.0%
Non Expenditures	\$ 233,551	\$ 203,089	\$ 63,630	\$ 58,266	\$ -	\$ 58,266	Down	26.6%
Debt Service	\$ 16,524	\$ 33,495	\$ 33,030	\$ 32,510	\$ 23,855	\$ 8,655	Down	
Capital expenditures	\$ 111,244	\$ 123,271	\$ 53,456	\$ -	\$ -	\$ -		
Interfund Transfers	\$ 51,654	\$ 69,443	\$ 56,833	\$ 40,744	\$ 75,000	\$ (34,256)	Up	84.1%
<b>Total Fund Expenditures</b>	<b>\$ 2,617,656</b>	<b>\$ 2,631,098</b>	<b>\$ 2,566,336</b>	<b>\$ 2,466,506</b>	<b>\$ 2,853,474</b>	<b>\$ (386,968)</b>	<b>Up</b>	<b>15.7%</b>
<b>Total</b>					<b>\$ 376,298</b>			

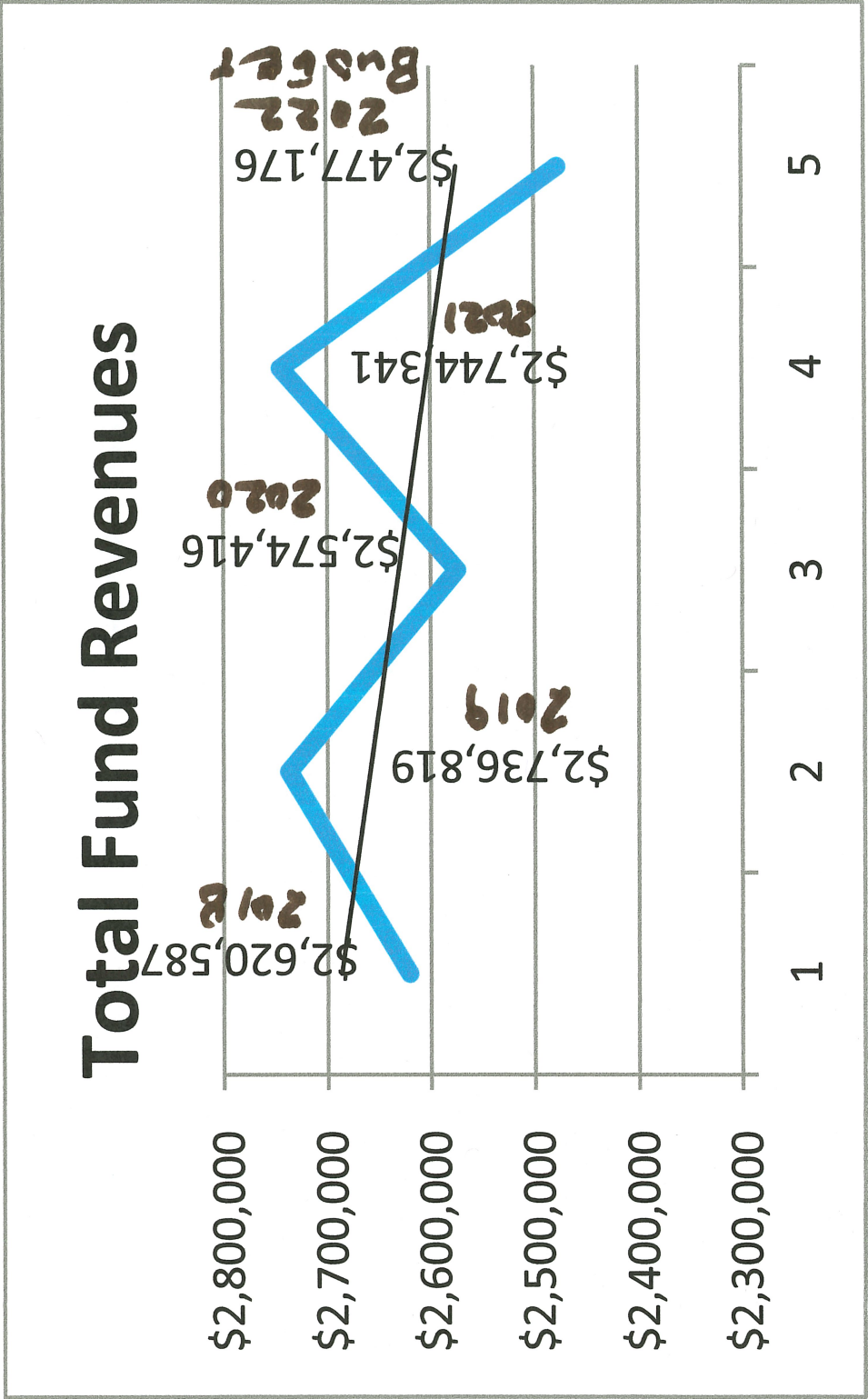
\*2022 budget compared to 2021 actuals: Projected revenues down **\$267,165 (10.8%)** and projected expenditures up **\$389,968 (15.7%)** resulting in a profit delta of **(\$657,133)**

\*If we match 2021 revenues in 2022 and incur the budgeted extra expenditures, our projected loss in this fund would go from **(\$376,298)** to **(\$109,133)**

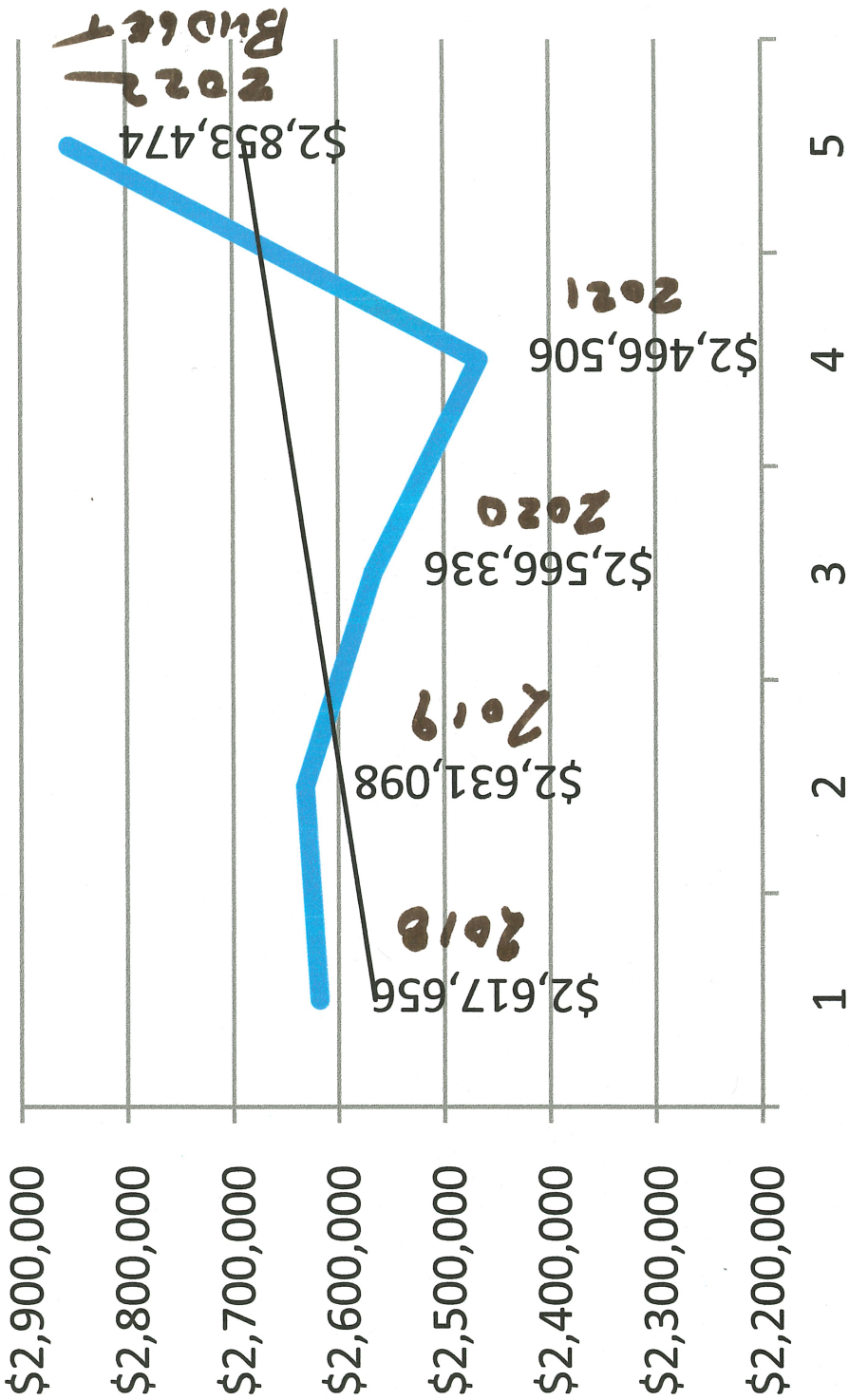
\*If we match 2021 revenues and expenditures in 2022, our projected profit in this fund would be \$280,835 (\$330,835 with \$50,000 grant below)

\*We already have a grant of \$50,000 in 2022 for comp plan rewrite issues which can/will be applied to the current expense fund thereby increasing revenues by another \$50,000





# Total Fund Expenditures



\*Current budget is showing a decrease in Revenues from 2021 to 2022 of \$267,166.  
 \*Current budget is showing an increase in Expenditures from 2021 to 2022 of \$385,170.  
 \*\*Total forecasted budget profit decrease from 2021 to 2022 is (\$652,336).  
 \*\*\*When you adjust the numbers to compensate for the average misses the budget process creates, profitability change from 2021 to 2022 goes from (\$652,336) to (\$6,200).



### Eatonville Grant/Money Needs

Driven by	Priority	Implementation By	Project	Cost/Grant Need
Town of Eatonville	1	Town Administration	New wastewater treatment plant	\$ 5,000,000
	2	Town Administration	Drill deeper water supply wells	\$ 1,500,000
	3	Town Administration	New water mains	\$ 2,000,000
	4	Business Association	Historical Artifact exhibits (10)	\$ 300,000
	5	Business Association	Putt putt golf (9 holes)	\$ 250,000
	6	Historical Society	Mashell Avenue Mainstreet program	\$ 1,000,000
	7	Town Administration	New RV Park	\$ 1,000,000
	8	Town Administration	Electric vehicle charging stations	\$ 200,000
	9	Town Administration	Center Street streetscape improvements	\$ 4,000,000
	10	Town Administration	Town Hall/ Police station remodel	\$ 250,000
	11	Town Administration	Mill pond property purchase	\$ 200,000
	12	Airport Enthusiast	Airport runway clearance project	\$ 100,000
	13	Airport Enthusiast	Airport fueling station	\$ 250,000
	14	Town Administration	New visitors center	\$ 250,000
	15	Yown Administration	Pump Track	\$ 500,000
Total				\$ 16,800,000

Grant Opportunities	Deadline
CERB Grants Program	7/18/22
LOCAL Grants	7/7/22
Festival and Events Grants	7/1/22
ARPA Sewer & Water Utility Infrastructure Grants	7/29/22
Middle Housing Grant Program	7/5/22
Climate Program	7/15/22
ARPA Sewer & Water Utility Infrastructure Grants	7/29/22
CHIP funding	8/26/22
Washington Public Works Board loan program	9/9/22
Safe Streets and Roads For All Grant Program	9/15/22
CDBG General Purpose Grants	6/1/23

Upcoming Opportunities
Reconnecting Communities Pilot Program Summer 2022
Thriving Communities Summer 2022
No Deadline Opportunities
Source Water Protection Grants
RD Pre Development Planning Grants
Rural Community Assistance loan

TOWN OF EATONVILLE, WASHINGTON

JOB DESCRIPTION

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Job Title: **GRANT WRITER / ADMINISTRATIVE ASSISTANT III**  
Department: Administration Office  
Reports to: Town Administrator  
Compensation: \$4,772 - \$5,803 per month  
FLSA Status: Non-exempt

**SUMMARY:**

This position has the primary responsibility of providing high level administrative support, logistics, reporting, coordination / organizational tasks and clerical support to the Town Administrator and seeking and applying for grants for the Town.

**Reports to:** Town Administrator

**GENERAL DUTIES**

This position assists the Town Administrator with efficient office operations and timely production of Town business through various processes including Council, public bidding, completing and filing reports, education coordination, and other interagency coordination. A focus of the position is organization, filing, and facilitating the smooth functioning of the administrative operations of the Town. This position will be under the stress of requests from the public, depart managers and interdepartmental demands and the pressure to meet strict deadlines. May work with detailed, complex, and sensitive materials; exercising considerable judgment and human relation skills as a routine part of the job. Will disseminate a wide variety of emails, reports, applications, letters, and other information and take the appropriate action to the highest level possible within the proper judgment, ability, and appropriate authority. This position will assist with various research requests, planning documents, project tracking and meeting notes. This position will be responsible for researching, applying for various grant funding for programs, education, capital projects, and equipment.

**WORK ENVIRONMENT:**

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift, and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to person contacts and telephone usage. The nature of the work has frequent interruptions; contact with the public and staff require strong communication skills.

**ESSENTIAL FUNCTIONS:**

- Assists the public procedural questions, information on Town standards and codes.



- Tracks and releases bonds and sureties
- Coordination and registration for workshops, conferences and agency events. conferences
- Composes correspondence from brief instructions or notes.
- Prepares reports for various county and state agencies
- Reviews documents for accuracy, clarity, proper grammar, and syntax.
- Prepares correspondence for mailing, copying, filing and distribution as appropriate.
- Prepares legal notices for publishing and coordinates with the City Clerk.
- Maintains the efficiency and organization of Admin and public works files electronic files
- May screen incoming calls, mail, visitors, and emails, evaluating the importance of each and handling routine requests and action items as appropriate.
- Complies documents and supporting information for council business
- Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations, graphing or summarizing the data gathered.
- Maintains records on capital projects, operations and activities,
- May assist with the purchasing of supplies, tools, or equipment according to the Town of Eatonville purchasing policies.
- May develops office procedures, routines and filing system as necessary for efficient access and retrieval of information and records.
- Performs special projects as assigned; conducts research, assesses findings, and may present findings to management.
- May be responsible for the acquisition of and release of various bonds related to public works construction.
- May prepare newsletter articles.
- Responsible for finding grant funding that will assist the Town with the implementation of the current operation and maintenance and potentially for new projects with council approval.
- Responsible for grant administration and capital project records, compliance and coordination with various Federal, State, and local agencies involved in the funding or permitting process.
- Coordinates public information on projects, ordinances, planning documents, and other public works activities to facilitate good communication with the public and meet public involvement and notice requirements.
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- Provides assistance and back up to other staff as needed.
- Performs other duties as required or assigned.
- Provides customer service to both internal and external customers by tracking and ensuring follow up for customer service requests.

### **QUALIFICATIONS:**

### **Education and Training:**

4 year college degree; five (5) years of increasing responsibility in a professional work environment; experience working in a public works department preferred; or any equivalent combination of education and experience which would provide the desired knowledge, abilities, and skills.

**Licensing and Certification:**

Valid Washington State driver's license.

**Knowledge, Skills, and Abilities:**

- Knowledge of business communications.
- Knowledge of standard office practices, procedures, and equipment.
- Knowledge of basic methods and techniques of customer service.
- Knowledge of special software, as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform a variety of clerical work requiring some exercise of judgment.
- Ability to maintain records and to prepare standard reports.
- Basic algebra level proficiency
- Ability to operate a variety of office equipment, including computers and other electronic equipment; ability to type at least 55 words per minute.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain accurate records, reports, and files.
- Basic knowledge level of public works services.
- Basic knowledge of the process for implementing a public works project from design to project closeout.
- Basic Familiarity with water systems, sewer systems, streets, and stormwater systems.
- Interpret and follow oral and written instructions with attentiveness to detail.
- Ability to work in a fast paced environment with frequent interruptions.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Plan, organize and schedule work assignments to meet deadlines.
- Ability to correctly interpret and apply City policies and procedures.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*