



CITY CLERK/TREASURER

\$69,453 - \$78,733

First Review:
May 8, 2022
(Open Until Filled)

PROTHMAN



THE COMMUNITY



Nestled in the Yakima Valley at the intersection of Interstate 82 and Highway 223, the City of Granger is a quiet industrial and farming community of 4,255 people. Sitting amid

agricultural fields, livestock, orchards, vineyards, and hop yards, Granger is located on the banks of the Yakima River. Residents and visitors enjoy fishing, boating, rafting, picnicking, and much more. With warm summers, cool winters, and four distinct seasons, Granger boasts 300 days of sunshine per year.

Granger is well known for their motto “Where dinosaurs roam”, and as of 2019, the city is home to 33 community made dinosaurs located throughout. The city has two municipal parks including the most popular, “Hisey Park”, which is often referred to as the “Dinosaur Park”. This park offers fun and recreation for the whole family and includes a man-made pond that is stocked annually for public fishing, that has a volcano-shaped fountain, and *Plesi* the dinosaur. The pond is surrounded by a 5/8th-mile walking path and next to the pond is the Yakima River. The Park has plenty of picnic areas, dinosaurs and the GRAND Amphitheatre used for City and other events. Located across the street from Hisey (Dinosaur) Park is Raptor Park.

Granger is separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River, a stretch of farmland and rolling hills, the Yakima Valley region has been the cultural, business, educational, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. The Yakima Valley is well known throughout the State as the heart of the Northwest craft beverage scene and offers award-winning wines and wine country tours. For those looking to explore beyond Granger, the Yakima Regional Airport is an easy 20-minute drive away. In addition, Seattle, Spokane, and Portland are each roughly two and a half hours away, and a 60-minute drive from Granger will bring you to the foot of two spectacular mountain passes, White Pass and Chinook Pass.



To learn more about the unique history of Granger, please visit:

www.grangerwashington.org/visiting

THE CITY

Incorporated in 1909, the City of Granger operates under a strong mayor form of government. The City of Granger has a five member City Council each elected to staggered four-year terms. The City currently employs 20 full time employees, and has a 2022 operating budget of \$4,308,538. Departments of the City include Clerk/Treasurer, Fire, Municipal Court, Parks and Recreation, Police, and Public Works. Services provided include water-sewer-garbage and irrigation services, public safety, and a volunteer fire department.

THE DEPARTMENT

The City Clerk/Treasurer’s office is responsible for all municipal records, production of City Council agendas and minutes, public records requests, ordinances, resolutions, land use projects, interlocal agreements, maintaining the payroll system, human resources and personnel, risk management, utility billing, and processes various actions of the City Council, advisory boards, and planning commissions. The department is also responsible for handling the financial operations such as the annual budget process, generating monthly statements of revenue and expenditures to all departments, and preparing the annual financial report to the Washington State Auditor’s Office. Services of the department include: Customer Service, A/P-A/R, Utility Billing, Payroll, Public Records Requests, Process Building Permits, Land Use, Special Event Permits, Park Reservations, Animal Licenses, Title Search information, Scanning, Filing, Retention of Records and assorted office duties. The department operates on a 2022 budget of \$183,516 with four FTEs.

THE POSITION

Under the direction of the Mayor, the City Clerk/Treasurer supervises three positions including the Deputy Clerk, Clerk II, and Clerk I. This position performs a variety of routine and complex supervisory, planning, finance and administrative work involving safekeeping of the city funds, accounting records, personnel records, and public records conforming to City and State laws.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).



IDEAL CANDIDATE

Education and Experience:

Candidates must have a High School Diploma or GED and a minimum of five (5) years of supervisor experience. Higher education years may be substituted for years of experience. Candidates must be bondable (for notary public certification purposes) and have a valid Washington State driver's license or the ability to obtain one within 6 months of hire. The selected candidate must obtain Municipal Clerk Certification within five (5) years of hire.

The ideal candidate will have a bachelor's degree in accounting, finance, business, or a related field, five (5) years of financial management experience including supervisory experience in a government organization, previous work experience as Clerk/Treasurer, and experience with Human Resources.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will be considered.

Necessary Knowledge, Skills & Abilities:

- An understanding of, and experience working with City Council Members.
- Advanced skill using Word, Excel, Outlook, and other programs related to the job.
- Knowledge of finances, accounting practices, budgeting, and related financial transactions.
- Experience negotiating with Unions and an understanding of union labor agreements.
- Knowledge of applicable State and Governmental Accounting, Auditing, and Financial Reporting requirements and standards.
- Working knowledge of governmental accounting principal practices (BARS) and purchasing.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials, and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain confidentiality or politically sensitive materials and information.
- Ability to work independently with little direction.
- Skill researching, analyzing, interpreting, organizing, and reporting on data.
- Competency to read, interpret, apply, and explain codes, regulations, policies and procedures.
- Experience analyzing situations accurately and adopting an effective course of action.
- Ability to perform arithmetic computations quickly and accurately.
- Skill in developing and implementing policy.
- Ability resolving conflict in a diplomatic manner, and experience with the discipline process.
- Experience in civic engagement.
- Knowledge and experience in planning and community development.
- Knowledge and experience with municipal utilities such as processing and billing.



COMPENSATION & BENEFITS

- **\$69,453 - \$78,733 DOQ**
- Medical, Dental, and Vision Insurance
- Vacation and Sick Leave
- Workers Compensation
- 12 Paid Holidays
- Washington State PERS
- Up to 80 Hour Vacation Buy Back

For more information on the City of
Granger, please visit:

www.grangerwashington.org

The City of Granger is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 8, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Granger, WA – City Clerk/Treasurer**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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