



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: March 2, 2022
Agenda Item: City Administrator Job Description
Presented By: Marla Keethler, Mayor

Action Required

Adoption revised City Administrator Job Description including salary range.

Proposed Motion

Move to adopt the City Administrator Job Description including the salary range of Range 53, Steps 1-10

Explanation of Issue

Pay Munyan, Public Works Director/City Administrator, is leaving his position at the end of June. The attached proposed job description reflected the intended focus of the City Administrator and a proposed salary range based on our newly adopted matrix. We would like to prioritize hiring this position as soon as possible to ease the transition.

A summary document of salaries for city administrators from cities the City of White Salmon used in union negotiations for comparables is also included along with the City's 2022 salary matrix.

Staff/Administration Recommendation

Administration recommends the adoption of the revised City Administrator Job Description including the salary range of Range 53, Steps 1-10.