

**DRAFT APPLICATION
CITY OF OLYMPIA
COUNCILMEMBER POSITION #6**

The Olympia City Council is accepting applications for Councilmember Position #6. The Position #6 term ends December 31, 2025. The appointee will serve, until the November 2024 General Election results are certified. To serve out the remainder of the term, the appointee will have to be elected to the position in the General Election.

All application materials must be submitted electronically. To be considered, applications must include all required attachments, be completed and signed by the applicant, and received by the City Council's Executive Services Assistant at dcarvalh@ci.olympia.wa.us, no later than **4:00 p.m. on Friday, December 15, 2023**.

The required items listed below must be included with your signed application:

- Cover letter indicating your interest and general qualifications for the position
- Proof of voter registration, such as a copy of your voter registration card or online voter registration record
- City limits map with your residence clearly marked
- Answers to the supplemental questions - no more than six (6) pages total
- Résumé

On January 2, 2024, the City Council will review applications and finalize the selection process, including interview dates. **Councilmembers have reserved Monday, January 8, 2024, for applicant interviews.** The appointee is expected to be seated for the January 9, 2024, City Council meeting and to participate in the City Council's annual goal-setting retreat on January 12-13, 2024.

For further information or if you have special needs, please contact the Council's Executive Services Assistant, Dawn Carvalho, 360.753.8447, e-mail, dcarvalh@ci.olympia.wa.us. Correspondence should be addressed to:

Olympia City Council
c/o Dawn Carvalho
Councilmember Recruitment
PO Box 1967
Olympia, WA 98507-1967

-NOTICE-

Residency and other minimum requirements apply to this position. The current annual salary for Olympia Council Position #6 is \$23,499.26, paid semi-monthly on the 5th and 20th.

Once this application is filed with the City, it is a public record. The application form, resumé and supplemental answers received from all candidates who meet the minimum requirements of State law will be posted on the City of Olympia website for public viewing.

Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, gender, sexual orientation, medical condition, or pregnancy. The City encourages individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences, etc.

Applicant Information

Application for Olympia City Council Position #6

Application Deadline: Friday, December 15, 2023, 4:00 p.m.

Applicant Name:

Residence Address:

Zip Code:

Contact Phone Number:

Email:

Applicant's Signature:

Date Signed:

To be appointed to the Olympia City Council, an individual must have resided within the Olympia City limits for a minimum of one year at the time of assuming office, be a registered voter at the time of application, be 18 years of age or over, and not be a City of Olympia employee at the time of appointment. These are the same minimum requirements that apply per State law to elected Councilmembers (RCW 35A.12.030). State law prohibits anyone convicted of a felony from holding elective public office.

Are you a registered voter of the City of Olympia? Yes No
(Please attach proof of voter registration)

Are you a resident of the City of Olympia? Yes No
(On an online map such as Google Maps, please clearly mark the location of your residence)

How long have you been a resident of the City of Olympia?

d. How long have you lived at your current address?

If you have lived at your current address less than one year, please list your previous address and state how long you lived at that address:

Appointment to the Olympia City Council will require your attendance at numerous regularly scheduled and special meetings that occur in the evening, on weekends, and during the weekday. City Council meetings are usually held weekly on Tuesday

evenings, often from 6:00 p.m. to 9:00 p.m. or later. Council meetings are held in a hybrid format, accessible both in-person in City Hall and the Zoom platform. Councilmembers also serve on Council Committees, represent the Council on numerous regional and intergovernmental boards and commissions, and attend various community functions. Councilmember activity usually requires a minimum of 15-20 hours per week per person, sometimes more.

Are you able to commit this amount of time and arrange your schedule to fully participate as a member of the Olympia City Council? Yes No

Supplemental Questions

Application for Olympia City Council Position #6

Application Deadline: Friday, December 15, 2023, 4:00 p.m.

Please respond to the following supplemental questions regarding your interest in the position of Councilmember for the City of Olympia using no more than six (6) pages total with a minimum 11-point type size.

1. Why are you interested in serving as an Olympia City Councilmember?
2. What are the three highest priorities you believe the City needs to address? How would you propose to address these issues?
3. Please list your past community involvement (such as organizations, boards, commissions, and volunteerism), your role, and the dates of service. Address the relevance of your community involvement to the position of Olympia City Councilmember.
4. What are your impressions of Olympia's Comprehensive Plan and/or other City-wide policy document and their goals and policies?
5. Describe a time you saw a problem in the community. What was your approach to addressing the problem? How did you implement your approach and what was the outcome?
6. What do you see as the challenges for our community in addressing issues of race and social justice and how would you propose to address them?
7. This appointment is effective for about 10 months. What do you wish to accomplish during this term as an Olympia City Councilmember?

To be considered, applications must include all required attachments, be completed and signed by the applicant, and be received by the City Council's Executive Services Assistant at Olympia City Hall, 601 4th Ave. East, no later than 4:00 p.m. on Friday, December 15, 2023.

The required items listed below must be included with your signed application:

- Cover letter indicating your interest and general qualifications for the position
- Copy of your voter registration card
- Olympia map with your residence clearly marked
- Answers to the supplemental questions - no more than six (6) pages total
- Resumé

Once this application is filed with the City, it is a public record and is subject to public release. The application form, resumé and supplemental answers received from all candidates who meet the minimum requirements of State law will be posted on the City of Olympia website for public viewing. The City will conduct a criminal background check on all candidates.