



# Assistant to the City Council – Job Description

Manny Bosser, Director of Human Resources

# Purpose

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- Staff seeks City Council approval of the Assistant to the City Council job description.

# Background

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- During the 2025 budget development process, we identified the need to provide additional administrative support for City Council.
- This was the result of a growing set of responsibilities for Councilmembers, demands on your time, and the need to equitably distribute work among existing City staff.
- To address those needs, we began work on a draft job description.

# Process

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- Individual interviews with Councilmembers to understand support needs and interests.
- Staff used Councilmember input to identify key needs, interests, and the ideal qualities in a preferred candidate.

# Summary of Input

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- Common themes in needs and interests included: administrative support for calendars, email management, coordination of meetings, anticipating the needs of Councilmembers, drafting correspondence, research, and related duties.
- Ideal candidate qualities included: Administrative support experience, knowledge of the City of Olympia, customer service and diplomacy skills, strong presentation and communication abilities, the need to build and maintain working relationships, and commitment to City values.

# Draft Job Description

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- Staff drafted the job description and circulated for final review.
- Staff seeks your approval to move forward with recruiting.
- The estimated salary and benefits for the position will be approximately \$165,000, which is included in the 2025 adopted budget.

# Next Steps

- Ready the description for posting.
- Post on external and internal recruiting sites and use a variety of other sources.
- Post for 3 weeks.
- Conduct a fair and equitable screening and interview process.
- Interview candidates in early July.



Manny Bosser,  
Director of Human Resources