



Meeting Agenda

Community Livability and Public Safety Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8499

Monday, March 17, 2025

6:00 PM

Zoom

Potential Quorum of the Community Livability & Public Safety Committee

Attend: [https://us02web.zoom.us/j/89334453216?](https://us02web.zoom.us/j/89334453216?pwd=M2454smXXvbtacsVGKHEBbtYRH9Y3.1)

[pwd=M2454smXXvbtacsVGKHEBbtYRH9Y3.1](https://us02web.zoom.us/j/89334453216?pwd=M2454smXXvbtacsVGKHEBbtYRH9Y3.1)

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COMMITTEE BUSINESS**
- 3.A [25-0254](#) Council Support Position Briefing and Discussion
4. **ADJOURNMENT**

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



Community Livability and Public Safety Committee

Council Support Position Briefing and Discussion

Agenda Date: 3/17/2025
Agenda Item Number: 3.A
File Number:25-0254

Type: discussion **Version:** 1 **Status:** In Committee

Title

Council Support Position Briefing and Discussion

Recommended Action

Committee Recommendation:

Not referred to a Committee.

City Manager Recommendation:

Receive a briefing and discuss the feedback provided by Councilmembers about their respective needs for the new City Council Support Position.

Report

Issue:

Whether to receive a briefing and discuss the feedback provided by Councilmembers about their respective needs for the new City Council Support Position.

Staff Contact:

Manny Bosser, Director, Human Resources, 360-753-8309

Presenter(s):

Manny Bosser, Director of Human Resources

Background and Analysis:

In December of 2024, the Olympia City Council adopted the City's 2025 annual budget. Within the 2025 budget a 1.0 full-time equivalent Council support position was approved to provide dedicated support for Council Members in the course of their work.

A workgroup of three members of City Council was formed to work with the Director of Human Resources to develop and finalize a job description for the Council support position.

In February of 2025, the Director of Human Resources began meeting with individual Council Members to solicit feedback regarding key support needs and the special skills and abilities required of the position. What follows is a summary of the feedback provided.

Identified Key Support Needs

Key support needs included managing calendars, email distribution and management of inbox, invites and coverage for event requests, scheduling meetings, administrative support for proclamations, supporting articles, policy support in the form of research, general process improvement, efficiency tools, assisting the Council with the distribution of work, support with the referral process, stakeholder relationships, tracking of projects and ideas, ensuring the Council guidebook is up to date, and support in PDC requirements.

Special Skills and Abilities

Multitasking, experience working for elected officials as an executive assistant or in a similar role, experience with process improvements as a change agent, knowledge of the City of Olympia, conflict management, experience in policy support, experience in local or city government, willing to be accessible and work flexible schedules as needed, ability to anticipate needs, adaptable, comfortable with layers of regulations, embraces City values, detail oriented, and the ability to follow through.

Climate Analysis:

The discussion of feedback on key support needs and special skills and abilities has no expected impact on climate.

Equity Analysis:

The City of Olympia is committed to considering and mitigating impacts to currently and historically marginalized groups of people during the development of job descriptions in order to provide an equitable opportunity for all interested candidates. The equity lens used during the feedback process included, determining desirable outcomes, conversations with key stakeholders, analyzing classification data, evaluating feedback information, and reporting back to stakeholders. Evaluation of outcomes will be determined following hiring.

Neighborhood/Community Interests (if known):

There is a broad community interest in how the City engages in decision making regarding the development of a Council support position.

Financial Impact:

Financial impact is expected to be minimal and related to staff time required to develop a final job description. Salary for the position determined once the final position description is developed.

Options:

1. Receive a briefing and discuss the feedback provided by Councilmembers about their respective needs for the new City Council Support Position.
2. Do not receive a briefing and discuss the feedback provided by Councilmembers about their respective needs for the new City Council Support Position.
3. Take other action.

Attachments:

None