



Assistant to the City Manager/Diversity, Equity, Inclusion and Accessibility (DEIA) Coordinator

City of Kenmore

SUMMARY

Serve in a lead role in implementing Kenmore's Special Projects (formerly known as ARPA program) consistent with the Kenmore City Council's ARPA guiding principles and high-level strategy adopted in July 2021.

Responsible for creating, launching, and managing some of the Special projects in the 2022-26 ARPA work program approved by the City Council.

Coordinate the City's DEIA Strategic Plan implementation. This includes collaborating with departments responsible for different initiatives, liaising with the DEIA Advisory Committee, presenting DEIA-themed trainings to City Council and staff, and developing and attending DEIA-themed events, and providing the DEIA annual report to the City Council.

Supervises the citywide front desk operations including managing the staff, collaborating with all City departments on service delivery and customer needs, and examining the work to find areas of improvement. Performs performance evaluations, approves time, and supports the team in their work and in their career development.

Lead citywide research and development projects in partnership with the City Manager, Deputy City Manager, and department heads, including analysis, research, issue papers, and support to Council requests. Engage in economic development projects and initiatives. Back up the Deputy City Manager on public safety and judicial branch support, meetings, and projects.

This position will report to the City Manager or City Manager's designee and will work with the front desk reception team and the City Manager's Office team to ensure the City Manager's and City Council's administrative support needs are met. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead implementation of the City's DEIA Strategic Plan. This includes managing deliverables and holding quarterly meetings with departments to review progress and plan DEIA initiatives.
- Liaise with DEIA Advisory Committee, including agenda creation and attending meetings and events.
- Meet with community members and groups about DEIA topics.
- Manage the front desk staff including managing work plans and evaluating staff.

- Oversee collection of front desk data in order to improve customer service.
- Oversee the provision of regular front desk reports to departments.
- Work with the front desk team to review alternatives to the in-person front desk and implement changes as prudent.
- Conduct citywide research and development projects in partnership with the City Manager, Deputy City Manager, and department heads, including analysis, research, issue papers, and support to Council requests.
- Engage in economic development projects and initiatives including playing a lead role in some projects and regularly attending monthly Kenmore Business Alliance meetings.
- Back up the Deputy City Manager on public safety and judicial branch support, meetings, and projects.
- Prepare and present reports and proposals at public meetings.
- Develop the City of Kenmore's 2025-26 Special Projects work program including establishing timelines, deliverables, assignment of staff and tracking the work to ensure the City meets its Special Projects deadlines and deliverables.
- Lead the Special Projects programs in the 2025-26 work program approved by the City Council.
- Review and approve invoices as needed in the preparation of grant agreements, contracts, and other documents as needed to implement the City's Special Projects programs.
- Serve as the City lead on Special Projects partnership development including serving as the City's primary point of contact with partners, organizing meetings, and establishing agendas for meetings with community partners as needed to develop, launch and evaluate Special Projects programs.
- Research, prepare and present Special Projects information to the City Council and City staff including drafting agenda bills and associated documents.
- Lead the process of soliciting community input and recommending how the City Council may consider using unallocated Special Projects funds.
- Serve as the point of contact for all City grants, contracts, projects, and programs funded by Special Projects.
- Prepare Special Projects budgets and work programs for review by the Deputy City Manager; monitor and maintain Special Projects budget accounts; process requisitions, prepare and maintain financial records and documents.
- Seek opportunities to leverage outside funds to maximize the City's Special Projects funds, including exploring outside grants and possible partnerships with other government agencies, neighboring cities, and/or nonprofit agencies.
- Conduct a variety of complex studies and analyses as assigned, including policy and legislative reviews, current and proposed operations and programs related to organizational structure, budgets, communication, and community outreach and other areas as assigned.
- Prepare and present data, interpretations, research findings, and recommendations to the City Manager, Deputy City Manager, department directors, elected officials, and other groups.
- Use data and information in a clear and rational process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions. Collect, assemble, analyze, and evaluate facts to draw logical conclusions and make proper recommendations and prepare clear, concise, and comprehensive written reports and dash boards that require displaying and

presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication.

- Develop a thorough working knowledge of all aspects of the Special Projects funds received by the City to include how they may be utilized, management of funds/programs, and the completion of all required reporting requirements.
- Additional duties include providing support for Work Program items and other areas of priority as assigned by the City Manager's Office.

QUALIFICATIONS

Knowledge & Skills:

- Excellent verbal and written communication skills and the ability to multi- task and work in a self-directed fashion with limited supervision.
- Specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Requires working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration.
- Requires specialized knowledge of research and reporting methods, techniques, and procedures
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Analyze sources of information related to a broad range of municipal programs, services, and administration.
- Administer a variety of City-wide programs and projects.
- Requires the ability to learn, interpret, and apply Federal, State, and City policies, procedures, laws, and regulations
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Council members, staff, committee members, other public officials, business leaders, and the general public.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires a bachelor's degree in business administration, public administration, accounting, finance, planning, engineering, or related field; and
- Four years' experience in a similar position.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Master's degree preferred.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. -This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: City Manager

FLSA: Exempt

City of Kenmore

Revised: August 2025