

Application for Appointment to Sequim City Council

*Thank you for your interest in serving the community as a member
of the Sequim City Council.*

The Sequim City Council is seeking applicants to fill a vacancy in the office of City of Sequim, Council Position No. 6. The person appointed to the position will take office immediately and will serve until the results of the November 2021 General Election are certified. An election for this position will be held in November of 2021.

The timeline for filling Council Position No. 6 is as follows:

Tuesday, September 15	Announcement and application posted
Wednesday, September 30	Applications due to the City Clerk by 4 p.m.
Monday, October 12	Council conducts interviews and may appoint
Monday, October 26	Additional meeting if necessary

To be considered, you must complete and submit this application, answers to supplemental questions, a letter of interest and a resume. Your application materials may be submitted by sending an email to City Clerk Sara McMillon at smcmillon@sequimwa.gov. You may also send it by regular mail to the City Clerk at Sequim Civic Center, 152 West Cedar Street, Sequim, WA 98382.

Applications must be received no later than 4:00 p.m. on Wednesday, September 30, 2020.

Applications received after 4:00 p.m. or incomplete application submissions without a cover letter and resume will not be accepted. Additional written information will not be accepted, unless requested by the City Council.

Eligibility Requirements & Public Disclosure

Eligibility Requirements

- Must be a registered voter of the City of Sequim as of September 30, 2020;
- Continuously reside within the Sequim city limits for a minimum of one year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

Public Disclosure

- Once a Councilmember application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Sequim website as part of the Council's meeting packet;

- Interviews are conducted in an open public meeting however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. (www.pdc.wa.gov).

Duties, Key Responsibilities & Necessary Skills

City Council Duties

The Sequim City Council is the legislative authority of the City of Sequim. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan. The monthly Councilmember salary for this position is \$250 per month.

The duties of a City Councilmember will likely involve an average minimum commitment of 18-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the second and fourth Monday of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, regional boards and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Councilmembers may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Councilmember and for the City Council as a whole.

Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;

- Collaborate with City staff in setting priorities for governance.

Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Sequim.

Applicant Contact Information

Applicant Name _____

Street Address _____

Mailing Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail Address _____

Supplemental Questions

On a separate page, please respond to the following questions regarding your interest in the office of City of Sequim, Council Position No. 6.

1. How long have you lived within the city limits of the City of Sequim? Describe any involvement you currently have in the community and any past relevant activities.
2. What in your opinion is the role of City government in general? Why is it important?
3. Why are you interested in serving the City of Sequim as a City Councilmember? What skills and perspective do you anticipate contributing?
4. Describe your priorities and what you would hope to accomplish if you are appointed to the Sequim City Council.
5. Provide an example or examples of times when you collaborated to arrive at the best decision for everyone involved.
6. Provide an example of a time when you had to support a decision that you may not have agreed with and how you dealt with the circumstance.
7. City Council actions or decisions are not always popular with the citizens. How would you handle a phone call from a citizen who is angry with the decision that was made?

City Councilors may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

Cover Letter & Resume

Please submit this completed **application, a cover letter and a resume**. Incomplete or late submissions will not be accepted. Please email or send by regular mail for receipt no later than 4:00 p.m. on Wednesday, September 30, 2020 to smcmillon@sequimwa.gov or to:

**Sara McMillon, City Clerk
Councilmember Application
152 West Cedar Street
Sequim WA 98382**