



PUBLIC NOTICE

TACOMA CITY COUNCIL POSITION AVAILABLE

June 6, 2024

The City Clerk's Office is accepting applications, with cover letters and résumés, to fill the City Council District No. 4 position expiring December 31, 2025. Applications are available from the City Clerk's Office online at cityoftacoma.org/councilmeetings or by emailing cityclerk@cityoftacoma.org.

Qualifications for Office and Responsibilities of the City Council

Per the City Charter, those seeking appointment must be a qualified elector (have the ability to register to vote), be a City resident for two years immediately preceding the time of filing, and be a District No. 4 resident for one year immediately preceding the time of filing.

The City Council is responsible to enact all legislation, develop policies, and make general decisions for governing the City. City Council duties include to adopt and amend City laws, approve the budget, establish City policies and standards, approve contracts and agreements, and represent the City.

The City Council meets every Tuesday at Noon for study sessions, at 5:00 p.m. for business meetings, and when needed at 3:00 p.m. for Committee of the Whole meetings. These meetings are usually held in the Tacoma Municipal Building, 747 Market Street, Council Chambers, on the first floor. Standing committees meet on a set schedule from Tuesdays through Thursdays in the Tacoma Municipal Building. Meetings are usually held in hybrid format that includes both in-person and remote options.

Compensation:

Effective January 1, 2024, Council Members receive an annual salary of \$63,086.54.

Interview Process

Selected candidates will be interviewed in-person on Tuesday, July 9, 2024, beginning at approximately 6:00 p.m. at the City Council meeting, in the Tacoma Municipal Building, 747 Market Street, Council Chambers. At the City Council meeting of Tuesday, July 16, 2024, the City Council will appoint an individual, and their first anticipated meetings will begin on Tuesday, July 23, 2024.

Equal Opportunity Employer

The City of Tacoma is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.

Application Submission

Submit the completed application form, cover letter, and résumé by:

Mail or hand deliver to: City Clerk's Office, c/o Customer Support Center, Tacoma Municipal Building, 747 Market Street, Second Floor, Tacoma, WA 98402

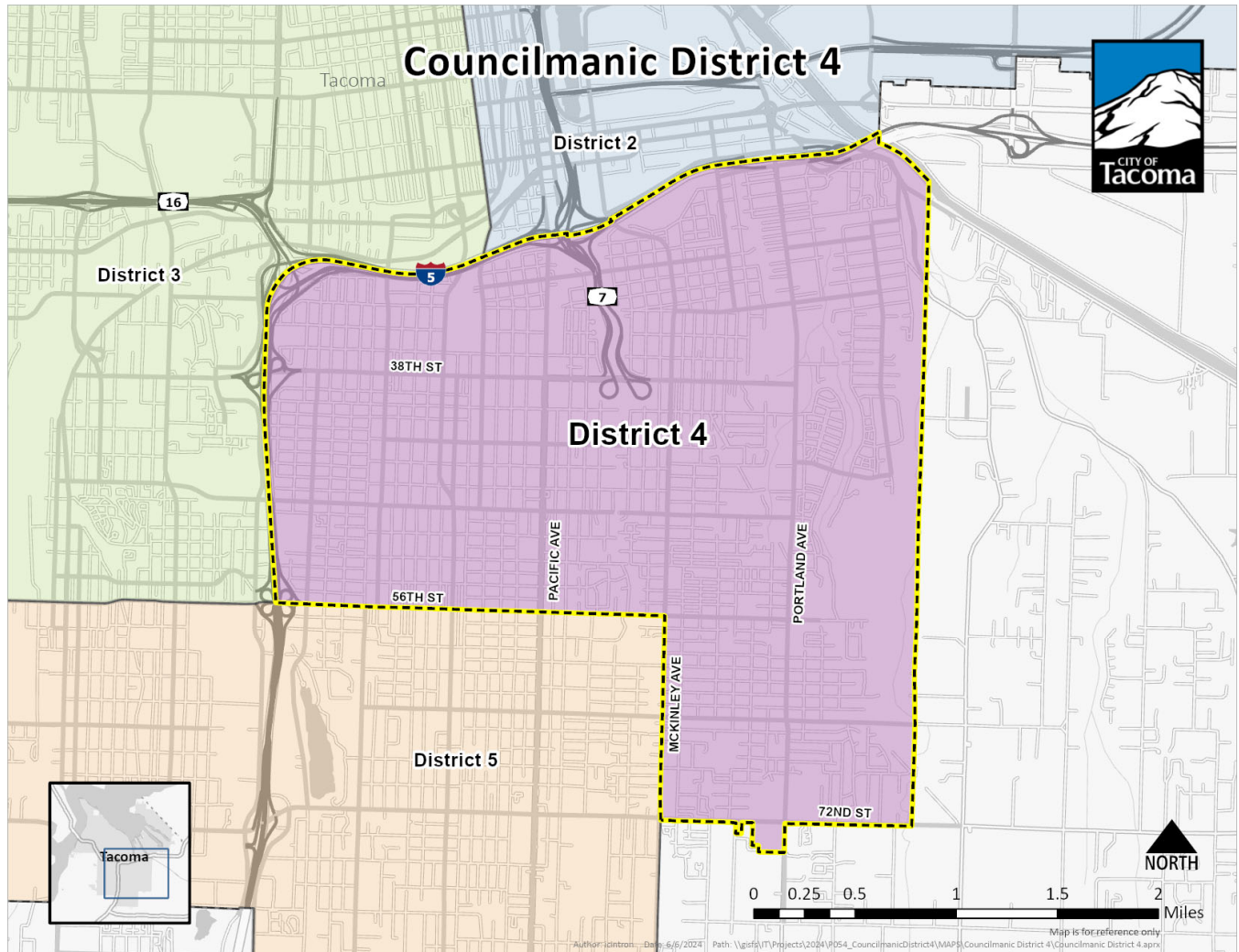
By email to: cityclerk@cityoftacoma.org

Applications and materials must be received by the City Clerk's Office no later than 12:00 Noon on Monday, June 24, 2024.

If you need an accommodation in the application process or if you have questions, contact the City Clerk's Office by email at cityclerk@cityoftacoma.org or by phone at (253) 591-5505. People with hearing or speech impairments may contact us through Washington Relay Services: 1-800-833-6388 (TTY or ASCII), 1-800-833-6386 (VCO), or 1-877-833-6341 (STS).

City Council District No. 4 Boundaries

Bounded on the north and west by the centerline of Interstate 5 as it proceeds southward from the City Limits to South 56th Street; thence east along South 56th Street to McKinley Avenue; thence south along McKinley Avenue to East 72nd Street; thence east along the southerly City Limits; thence north along the easterly City Limits to the point of beginning. (Tacoma Municipal Code Chapter 1.44.050)



Nicole Emery
City Clerk



2024 City Council Vacancy Appointment Process Desired Criteria and Competencies

The City Council discussed the appointment process at its June 4, 2024, Committee of the Whole special meeting ([view meeting details and recording here](#)). Council identified the criteria and competencies they would like to see in the pool of applicants, and all suggestions are listed below.

For details and eligibility requirements, please view the notice and application materials at cityoftacoma.org/councilmeetings.

Council Members' Desired Criteria

- Strong teamwork, willingness to collaborate, and the ability to work through difficult issues and find consensus.
- Board or commission experience; the ability to get up to speed quickly as a member of the City Council.
- Knowledge of and passion for both District 4 and the entire City of Tacoma.
- Possesses an in-depth understanding of the district's character and unique challenges and opportunities
- Someone who values and seeks to understand the different experiences of people who live here.
- Background that further expands the diversity of the Council (ethnicity, gender, age, experience, expertise, geographic location, etc.).
- Ability to align their schedule with the time commitment needed to fully participate.
- Depth of interest or experience in multiple issues.
- Someone who can offer fresh ideas.
- Business acumen, budgeting experience, and/or small business experience.
- Has an interest or knowledge in municipal budgeting/finance.
- Potential background in homelessness, science, environmental issues, legal, or communications.

Desired Competencies

- Integrity and honesty.
- Teamwork and collaboration.
- Leadership experience.
- Decision-making skills.
- Communicates effectively.
- Resiliency and adaptability.
- Accountability.
- Reliability.
- Critical thinking and problem solving.