

# APPLICATION FOR APPOINTMENT TO BLACK DIAMOND CITY COUNCIL POSITION

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

The timeline for filling the Council position is as follows:

<b>September 3, 2019:</b>	Applications due to City Clerk by 4:00 p.m.
<b>September 12, 2019:</b>	Candidate interviews (Work Session., 6:00 p.m. Council Chambers.)
<b>September 19, 2019:</b>	Anticipated Council vote and appointment (Regular Mtg., 7:00 p.m.)

To be considered, your application must be completed and received by the City Clerk at Black Diamond City Hall (24301 Roberts Drive, Black Diamond) **no later than 4:00 p.m. on September 3, 2019**. Applications received after 4:00 p.m. will not be accepted. Additional written information after this date will not be accepted unless requested by the City Council. For additional information please contact City Clerk Brenda L. Martinez at 360-851-4564 or [bmartinez@blackdiamondwa.gov](mailto:bmartinez@blackdiamondwa.gov).

Please remember to indicate on the application whether you wish to apply for the two-year position or the four-year position (or both).

Please submit the following items:

- Application (see page 3)
- A **1 page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 2 pages**.
- Answers to the Supplemental Questions of **no more than 3 pages total**.

The application and any correspondence should be addressed to:

**Brenda L. Martinez, City Clerk**  
**Black Diamond Councilmember Recruitment**  
**PO Box 599/24301 Roberts Drive**  
**Black Diamond, WA 98010**

## Councilmember Eligibility, Requirements and Public Disclosure

To be eligible to be appointed to the Black Diamond City Council, you must have continuously resided within Black Diamond city limits for a minimum of one year prior to your appointment to the Council, and must be a registered voter in the City of Black Diamond.

If you hold, participate in, or are involved in any contract(s) with the City of Black Diamond or if you hold any other elected public office, please explain in your cover letter.

**Please note that:**

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Black Diamond website as part of the Council's meeting packet the Friday prior to the candidate interviews.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

## City Council Duties & Compensation

The Black Diamond City Council is the legislative authority of the City of Black Diamond. The City operates under a Mayor-Council form of government. The City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and confirming citizens to commissions.

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 include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the first and third Thursday of each month at 7:00 p.m. Regular Work Sessions which are held on the second Thursday of each month at 6:00 p.m., and Town Hall meetings which are held the second Thursdays in the months of March and October from 7:00 p.m. to 9:00 p.m. From time to time, the City Council or Mayor may call Special City Council meetings to handle City business.
- Councilmembers are expected to serve as liaisons to the City's Commissions and on Council Standing Committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some weekdays.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Black Diamond is a member. Councilmembers may also at their discretion, travel and attend training, education 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 the City Council as a whole.

The monthly Councilmember salary is \$160 per month.

## Sample Interview Questions

The following questions are examples of what may be asked during the interview process at the Council Meeting on September 12, 2019 (6 p.m.):

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during their interview.

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## Applicant Information

*(Please type or print)*

Applicant Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please check the following stating which position you wish to apply for:**

Two-year position

Four-year position

Both positions

## Cover Letter and Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

## Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Black Diamond on separate pages, using no more than 3 pages total:

1. Why are you interested in serving as a Black Diamond City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Black Diamond community. Address its relevance to the position of Black Diamond City Councilmember.
5. What do you wish to accomplish during this appointed term as a Black Diamond City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else you would like to add that would help us get to know you a little better?

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Please return this form, your cover letter, resume and answers to the supplemental questions to the City Clerk at Black Diamond City Hall (24301 Roberts Drive or by mail at PO Box 599, Black Diamond, WA 98010) **no later than 4:00 p.m. on September 3, 2019.** Applications received after 4:00 p.m. will not be accepted.

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