



City of Manzanita
Memo from Dan Weitzel
Public Works Director

P.O. Box 129
Manzanita, OR 97130-0129

To: Manzanita City Council and Mayor Scott

Date: 6/1/2021

Re: Utility Billing Clerk

In August of 2020 City Manager hired Eileen Stein to analyze Public Works and its needs. The report recommended splitting apart the utility billing function from Municipal court function and assigning court duties to someone else in City Hall. It recommended moving the utility billing clerk to Public Works and combining their duties with administrative support needs for Public Works. In January 2021, the Court/Water Utility Clerk returned from family leave and accepted the part-time position covering Municipal Court responsibilities and Marilyn, who was temporarily covering the court/utility billing clerk position, was asked to stay on full-time as Water Utility Clerk in addition to assisting Public Works with administrative support along with a couple hours a day in Building to assist the Building Official. In February 2021, the Water Utility Clerk was moved to the Public Works Department.

Marilyn Adams is currently the Water Utility Clerk, and in July she is shifting to the Building Department and wants to scale back her hours. The 2021-2022 budget was reviewed and approved for a Full Time, Water Utility Clerk. To allow some training and overlap time, once the Job description is approved Public Works will post the position for 2 weeks. The hope is to have the new clerk started July 1. Marilyn has agreed to assist with training the new clerk on the City's current water billing software along with other duties.

Please review for approval the Water Utility Clerk job description.

Thanks,

Dan Weitzel