




Lewis County Department of Public Works

Geoff Soderquist, PE, Public Works Director
Wes Anderson, PE, County Engineer

MEMORANDUM

Date: January 12, 2026
To: Ryan Barrett, County Manager
From: Geoff Soderquist, PE, Director 
Subject: Administrative Assistant (PCN 1316004) – Position Reclassification

The purpose of this memorandum serves to formally request the reclassification of the current Administrative Assistant position to a Solid Waste Administrative Assistant Senior role. The proposed change reflects the evolving scope of responsibilities specific to Solid Waste, clerical support, and strategic contributions required to support departmental operations effectively.

Background

The Administrative Assistant position has expanded significantly in scope and complexity, encompassing duties that align more closely with those of an Administrative Assistant Senior. The current responsibilities exceed the scope of an entry level Administrative Assistant and require a higher level of autonomy, decision-making, and variety of skilled administrative support that are specific to Solid Waste. Reclassing the role to a Solid Waste Administrative Assistant Senior will:

- Accurately reflect the duties performed and ensure alignment with job classification standards
- Support organizational efficiency by formally recognizing the required variety of skilled administrative support
- Ensure compliance with internal equity and compensation guidelines by aligning title and pay with responsibilities

**Road Maintenance &
Fleet Services**
476 West Main St.
Chehalis, WA 98532
360.740.3380
360.740.2741

**Administration, Engineering, Utilities,
Real Estate Services & Traffic**
57 West Main St.
Chehalis, WA 98532
360.740.1123
360.740.1479

Solid Waste Services
Post Office Box 180
Centralia, WA 98531
360.740.1451
360.330.7805

The Administrative Assistant Senior position has been previously scored by Lewis County Human Resources and an evaluation of the duties and compensation as compared to surrounding employers with similar job duties completed.

Budget

This adjustment would replace the Administrative Assistant position, placing a freeze on it. This adjustment would result in an increase of \$4,557 to the expenditures in the Administration Fund (Fund 4010) for salaries and benefits for the 2026 budget.

Please see the attached worksheet for additional details regarding the position and budget impact analysis.

There is no change in full-time equivalents (FTEs) resulting from this request.

EE #1864
 Karen Hirte
 Position #1316004
 Reclass effective 02/01/2026

Current (as of 01/08/2026)

Grade	Step		Salary	
117	5	Annual	58,263	\$ 28.01
117	5	Monthly	4,855	
		5% increase	2,913	
		Current Annual	58,263	
Minimum Required Annual Salary			61,176	
Minimum Required Monthly			5,098	

Proposed

Grade	Step				
121	1	Annual*	62,820	*	Meets required salary increase.
121	1	Monthly	5,235		

Recommended Promotion

Grade	Step	Annual	Monthly	Hourly
121	1	\$ 62,820	\$ 5,235	\$ 30.20
		\$ 4,557	Annual salary increase	

Accounting			
Supervisor		PCN	
Kristen Buckman		1137006	Business & Office Manger
		NEW	Administrative Assistant Senior
			UPDATE TITLE NEW PCN REQUIRED
Org	401A3700		

Inactivate PCN 1316004 and create and move employee to new position in Munis.



SOLID WASTE ADMINISTRATIVE ASSISTANT SR. JOB DESCRIPTION

Job Title: Solid Waste Administrative Assistant Sr.	
Dept./Division: Public Works/Solid Waste	Job Class Code: 1004
Pay Grade: 121	PCN: 100400x
FLSA: Non-Exempt	Effective Date: October 2007
Representation Status: Non-Represented	Revision Date: January 2026
Reports To: Solid Waste Business and Office Manager, Solid Waste Manager	

NATURE OF WORK

Under limited supervision, provides complex and confidential clerical support to a County Director, Administrator, and/or other management personnel; assists in coordinating the administrative operations for area of assignment; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Serves as Clerk of the Disposal District and provides related administrative support to the Solid Waste Manager and Office Manager; assists in coordinating the day-to-day operations of the Department.
- Serves on the Solid Waste Advisory Committee and Executive Advisory Committee/Centralia Landfill Closure Group, as required.
- Answers, screens, and directs incoming calls; responds to public inquiries regarding departmental services, programs, and policies.
- Maintains the Manager's and/or other departmental calendars, schedules and coordinates meetings, appointments, and other functions.
- Prepares, maintains, and distributes correspondence, agendas, meeting minutes, resolutions, contracts, reports, forms, and/or other types of departmental and various committee documentation.
- Assists management personnel and/or other County staff with the development of contracts; coordinates the review, processing, and tracking of various contracts.
- Provides assistance in researching, preparing, and monitoring the departmental accounts payable and accounts receivable, performs invoice coding, and assists with deposits.
- Provides back-up to receiving and receipting of monies; reconciles cash drawers against reported income.
- Coordinates departmental human resources functions including recruiting, employee orientation, and training of office assistant position, updates personnel policies and procedures.
- Provides back-up to receiving, processing, and distributing departmental mail; performs data entry and other general clerical duties as required.

Job Title: Administrative Assistant Sr.

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- Monitors and maintains office supply inventories; orders supplies as assigned; coordinates the maintenance of office facilities and equipment.
- Travels for meetings and mandatory training at various locations, when required.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting objects up to 35 pounds.

QUALIFICATIONS:

REQUIRED: Associate's degree in business administration or a closely related field; AND four (4) years' experience as an administrative assistant.

A valid Driver's License is required.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Departmental operations relative to area of assignment.
- General office practices and equipment.
- Standard computer software applications.
- General accounting and bookkeeping principles.

Skills in:

- Coordinating and performing a variety of highly skilled administrative support functions.
- Preparing correspondence, reports, agendas, minutes, contracts, and other documentation.
- Assisting with budget administration, processing invoices, and performing general accounting duties.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Job Title: Administrative Assistant Sr.

Job Class Code: 1004

Employee's Signature Date