




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: Office Manager (PCN 1137006) – Position Reclassification

The purpose of this memorandum serves to formally request the reclassification of the current Office Manager position to a Solid Waste Business & Office Manager role. The proposed change reflects the evolving scope of responsibilities, leadership expectations, and strategic contributions and acknowledgement of the required support of divisional operations effectively.

Background

Kristen was offered an Office Manager position in April of 2021. As this was a newly added position to Solid Waste, a job description did not exist; one was incorporated from another division for use by Solid Waste at this time. Since then, the role has expanded significantly in scope and complexity, encompassing duties that align more closely with those of a Business & Office Manager, specific to Solid Waste. The current responsibilities exceed the scope of an Office Manager and require a higher level of autonomy, decision-making, and business leadership. Reclassing the role to Solid Waste Business & Office Manager will:

- Accurately reflect the duties performed and ensure alignment with job classification standards
- Support organizational efficiency by formally recognizing the operational management functions and leadership of the role

Driving growth and accountability in providing quality public services.

*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

- Ensure compliance with internal equity and compensation guidelines by aligning title and pay with responsibilities

The Business and Office Manager 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.

Budget

This adjustment would replace the Office Manager position, placing a freeze on it. This adjustment would result in an increase of \$9,186 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 #1069
 Kristen Buckman
 Position #1137006
 Reclass effective 02/01/2026

Current (as of 01/07/2026)

Grade	Step		Salary	
124	11	Annual	92,039	\$ 44.25
124	11	Monthly	7,670	
		5% increase	4,602	
		Current Annual	92,039	
Minimum Required Annual Salary			96,641	
Minimum Required Monthly			8,053	

Proposed

Grade	Step			
125	13	Annual*	101,225	* Meets required salary increase.
125	13	Monthly	8,435	

Recommended Promotion

Grade	Step	Annual	Monthly	Hourly
125	13	\$ 101,225	\$ 8,435	\$ 48.67
		\$ 9,186	Annual salary increase	

Accounting			
Supervisor		PCN	
Rocky Lyon		1545001	Solid Waste Utility Manager
		NEW	Business & Office Manager
		UPDATE TITLE NEW PCN REQUIRED	
Org	401A3700		

Inactivate PCN 1137006 and create and move employee to new position in Munis.



BUSINESS & OFFICE MANAGER – SOLID WASTE JOB DESCRIPTION

Job Title: Business & Office Manager – Solid Waste	
Dept./Division: Public Works/Admin.	Job Class Code: 1343
Pay Grade: 125	PCN: 1343004
FLSA: Exempt	Effective Date: July 2024
Representation Status: Non-represented	Revision Date: January 2026
Reports To: Solid Waste Manager	

NATURE OF WORK

Under limited supervision, this position assists the Manager of the Lewis County Solid Waste Utility Division in performing professional and confidential office management functions; supervises the administrative, accounting and budget operations of the Solid Waste Utility Division; conducts a variety of human resource duties; supervises assigned personnel; and performs other related duties as assigned.

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.

- Oversees and coordinates the administrative and accounting operations for the Solid Waste Utility Division, tracks expenditures, contracts, resolutions, evaluates issues and recommends solutions.
- Reviews accounts payable coding and Accounting Specialist duties, approves invoices, reviews and investigates financial and accounting records; monitors and verifies fund integrity; researches accounting, billing and grant information and resolves related issues, as needed.
- Provides administrative and accounting support for the Disposal District, Centralia Landfill Closure Group and the Executive Advisory Committee.
- Manages the reserve funds and provides the Disposal District Board with financial reports and budget reconciliation.
- Prepares year-end reports, journal entries, Landfill Closure Liability Projections and tonnage/customer trend to assist with rate projections.
- Manages the Division’s administrative and accounting staff; supervises, trains, and evaluates the performance of assigned personnel; monitors staff compliance with departmental policies, procedures and record retention; and provides hiring recommendations.
- Processes, reviews and approves personnel documents and files; maintains records, researches and updates files and databases; assures all administrative actions are in compliance with County policy.
- Prepares and administers service contracts; monitors compliance with regulations governing expenditures for State and County contracts.
- Authorizes purchases; coordinates the maintenance and repair of office equipment and facilities;

supervises staff assigned to order and maintain office supply inventories.

- Monitors and maintains inventory data for entire Division; conducts annual inventory of capital assets and small and attractive items.
- Provides administrative assistance to assigned personnel.
- Travel 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 thirty-five (35) pounds.

QUALIFICATIONS:

REQUIRED: Associate's Degree in Business Administration, Accounting, or a closely related field; AND four (4) years' experience supervising administrative operations.

A valid Driver's License is required.

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

Knowledge of:

- Processes, policies, and procedures.
- Regulations and codes governing permitting activities.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.
- Accounting principles and processes for preparing budgets.
- Supervisory principles, practices, and methods.
- Requirements from State Auditor's Office
- Automated Financial System and Software
- State Budgeting Accounting & Reporting System (BARS)

Skills in:

- Managing and coordinating the day-to-day administrative operations for assigned area of work.
- Preparing budgets and processing departmental invoices, billing, and payroll.
- Coordinating and performing a variety of systems and/or contract administration functions.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.

Ability to:

- Learn and follow County and Public Works Department operations, policies and procedures.

Job Title: Business & Office Manager – Solid Waste

Job Class Code: 1343

Behaviors:

- Regular, reliable attendance.
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As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date