



Dear Applicant,

January 6, 2021

Thank you for your interest in applying for the position of GIS Analyst with the City of North Bend. In an effort to obtain the best overall fit for this position, the City will evaluate the information you submit along with the information gathered throughout the hiring process. This position is open until filled, with the first review of applications in mid-January 2021. We anticipate interviews may be scheduled in late January/early February.

The following general information is designed to familiarize you with the hiring process for this position; however, this process may be adjusted without further notice.

- The City must receive a **completed City of North Bend Application Packet**. Incomplete, or late application packets or supplemental information may not be accepted. **A completed application packet consists of the following: a completed City of North Bend Application; Letter of Interest; Resume; and any supplemental education or training information that you wish us to consider that relates to this position.** Signed application packets may be either 1) mailed to City of North Bend, Attn: Human Resources, 920 SE Cedar Falls Way, North Bend, WA 98045, or 2) emailed to [dmasko@northbendwa.gov](mailto:dmasko@northbendwa.gov) to be accepted as complete.
- Application packets will be reviewed, and those applicants chosen for an interview will be contacted by telephone or email. Those not selected will be notified by mail.
- The interview process may consist of, but not be limited to any or all of the following: oral interview(s), written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified of their status. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- Selection will be based on overall qualifications. Final candidate(s) selected will be required to complete a comprehensive background/reference check. An offer letter for employment with the City of North Bend will be issued if a suitable candidate is selected for the position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

Please contact me with any questions at (425) 888-1211 or by email (preferred method) at [dmasko@northbendwa.gov](mailto:dmasko@northbendwa.gov). A City application is available at <https://northbendwa.gov> by going to government/employment opportunities.

Sincerely,

**CITY OF NORTH BEND**

Dawn Masko  
Deputy City Administrator