



Executive Assistant

Department:	Parks, Recreation, Cultural Arts & Human Services	Pay Grade:	NE-10
Bargaining Unit:	AFSCME	FLSA Status:	Non Exempt
Revised Date:	December 2021	Reports To:	Parks, Recreation, Cultural Arts & Human Services Director

POSITION PURPOSE: Under general supervision, plans and performs technical administrative office coordination to assure smooth, timely and efficient office operations for the department; relieves department Director and department Managers of technical clerical and administrative duties having department and City- wide impact; researches, collects, analyzes and compiles data and information for inclusion in reports; maintains complex financial records, files and budgets related to departmental operations, programs and expenditures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by allemployees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides administrative support to department Director, Deputy Director, Supervisors, Managers, and staff members.
- Plans and performs technical administrative office coordination; processes departmental accounts payables and accounts receivables; processes departmental payroll and relieves the Director of technical clerical and administrative duties having City-wide impact.
- Performs, tracks, submits and maintains all department personnel changes and set-up including initialprocessing of hiring, termination, promotion and paid leave paperwork. Assists with candidate interview scheduling, reference checks, and updating City employment database. Monitors and tracks seasonal employee hours for Bargaining Agreement compliance. Tracks and monitors employee annual performance reviews for completion and submission.
- Provides administrative support to Edmonds Memorial Cemetery and Columbarium; maintains cemetery files and records; creates and notarizes cemetery deeds.
- Receives and processes awarded grants from federal, state and local agencies; tracks all related invoices and submits for grant reimbursement.
- Compiles and tracks all department contracts including those for capital projects, professional services, special events and tenant leases; ensures proper routing and signatures obtained.
- Conducts a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned department.
- Researches, analyzes and prepares recommendations or conclusions on assigned projects such asbudget development and assists with collection of data at the request of the Director. Participates on budget development team; collects and analyzes budget and financial information for budget process and system entry; prepares and tracks department budget reports.
- Coordinates and manages various City donation and adoption programs including Edmonds

JOB DESCRIPTION

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Flower Basket and Corner Park adoptions, Edmonds Giving Tree, and Edmonds Memorial Tree program.

- Prepares daily deposits and reports; reconciles all cashier transactions and prepares deposit for bank; processes customer refunds as needed; maintains and distributes petty cash account, tracks all related receipts.
- Monitors and registers department staff for conferences and trainings; prepares and routes appropriate attendance authorization paperwork.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities and communications; assures efficient workflow and office operations; assists with updates to department website and department-related social media as needed.
- Develops new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis. Assists with implementation after securing approval.
- Prepares reports, minutes, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Researches, analyzes and prepares information on a variety of topics; coordinates efforts with City departments, government agencies and vendors.
- Provides information to the public and others as requested performs public disclosure requests regarding confidential records in compliance with Washington State laws.
- Attends a variety of meetings including staff and management meetings as assigned; participates on a variety of City committees as directed.
- Provides staff support and clerical and administrative assistance to boards and committees; creates and updates board Agendas and Minutes; uploads documents to City database and website. Provides assistance as needed to the department Senior Office Specialist, and trains front office and receptionist staff as needed.
- Assists with collection of data, preparation of documents, taking of minutes and maintenance of records.
- Maintains confidentiality of sensitive departmental and other information; provides information and assistance to City staff as needed.
- Prepares and maintains various records and files; archives files and records as needed in compliance with the Washington State records retention schedule.
- Performs complex and varied clerical support to relieve the department of administrative detail including answering telephones and greeting visitors; provides information in person or on the telephone or refers to appropriate personnel; opens, screens and routes mail.
- Operates office machines including: computers, copiers, calculators, typewriters and other equipment as assigned.

Required Knowledge of:

- City organization, procedures, federal and state laws.
- Administrative functions and operations of a City government.
- Research methods, data collection and statistical analysis.
- Accurate, lawful, and efficient record-keeping techniques.
- Budget monitoring and control including proficient skills in mathematics.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.

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- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications; website and social media programs as needed in order to sufficiently perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing technical clerical and administrative duties having department and City-wide impact.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Successfully meeting schedules and time lines.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Meet schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Two years of college-level training in business, office management, or related field and four years of increasingly responsible executive assistant or administrative office support experience or any combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:**Environment:**

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating/using a computer keyboard and other office equipment.

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- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with angry or potentially dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____