

City of
EDMONDS
Washington

ADMINISTRATIVE ASSISTANT - Planning

| | | | |
|-------------------------|------------------|---------------------|------------------|
| Department: | Planning | Pay Grade: | NE-9 |
| Bargaining Unit: | AFSCME Council 2 | FLSA Status: | Non Exempt |
| Revised Date: | January 2012 | Reports To: | Planning Manager |

POSITION PURPOSE: Under general supervision, plans and performs complex administrative office coordination to assure smooth, timely and efficient office operations for the department or assigned office; relieves supervisor of technical clerical and administrative duties having department-wide impact; researches, collects, analyze 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 all employees 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.*

- Plans and performs complex administrative office coordination; relieves the supervisor of technical clerical and administrative duties having department-wide impact.
- Reviews, sets up and processes all land use, code amendments, code compliance, interpretation and critical area applications; assigns and monitors applications to completion; prepares and issues land use public notices for all land use projects; manages and maintains reports regarding permitting status.
- Performs various administrative duties including: answering telephones and greeting visitors; providing information in person or on the telephone or referring to appropriate department personnel; opens, screens and routes mail.
- Attends various board meetings and serves in an administrative capacity on commissions as directed to assist in communicating with the public and owners of private property and applicants regarding Planning Board information.
- Researches, summarizes and prepares information as directed on a variety of department topics for dissemination to the public through media and presentations, community meetings and City literature.
- Compiles and summarizes data involving department programs, systems operations and special projects in the department as needed; makes suggested recommendations after performing research.
- Maintains up-to-date department information on the City's website.
- Maintains calendars for supervisor as assigned; schedules appointments and conferences; assists with travel reservations for the supervisor.
- 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; ensures efficient workflow and office operations.
- Prepares reports, minutes, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Maintains accurate financial records and files pertaining to departmental expenditures, budget balances and operations; prepares status reports, charts and other documents as requested; prepares and coordinates purchase of office supplies, equipment and other expenditures.

JOB DESCRIPTION

Administrative Assistant

- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Processes documents specific to the office assigned according to established procedures; prepares invoices for assigned department.
- Serves as notary for the department for City business.
- Maintains files and records pertaining to departmental expenditures, budget, etc.; retains and purges records as needed under the Washington State records retention and archiving rules.
- Operates office machines including: computers, copiers, calculators, typewriters and other equipment as assigned.
- Performs a variety of special duties, projects or activities of assigned department or office.

Required Knowledge of:

- City organization, procedures, federal and state laws including the Edmonds Community Development Code, Edmonds Municipal Code, Edmonds Comprehensive Plan, Planning Interpretations, building codes, etc.
- 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.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to 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-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.
- Meeting schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.

MINIMUM QUALIFICATIONS:

JOB DESCRIPTION
Administrative Assistant

Education and Experience:

Any combination equivalent to: graduation from high school including or supplemented by course work in business administration, office management, administration or related field and three years of increasingly responsible clerical or administrative office support experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

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.
- 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 dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____