

City of  
**EDMONDS**  
Washington

**EXECUTIVE ASSISTANT- Confidential**

<b>Department:</b>	Public Works	<b>Pay Grade:</b>	NE-10
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	January 2012	<b>Reports To:</b>	Public Works/Utilities 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 supervisor of technical clerical and administrative duties having 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. Maintains confidentiality of sensitive information related to assigned work.

**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 technical administrative office coordination; processes departmental accounts payables and accounts receivables; processes departmental payroll and relieves the supervisor of technical clerical and administrative duties having City-wide impact.
- Performs, tracks, submits and maintains all department personnel changes and set-up including initial processing of new hire paperwork.
- 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 as budget development and assists with collection of data at the request of 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; assures efficient workflow and office operations.
- 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 meetings as assigned; participates on a variety of City committees as directed.

## **JOB DESCRIPTION**

### **Executive Assistant Confidential**

- Provides staff support and clerical and administrative assistance to boards and committees. Provides assistance as needed to the Administrative Assistant.
- 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 head 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.
- 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 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.

**JOB DESCRIPTION**  
**Executive Assistant Confidential**

**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.
- 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:** \_\_\_\_\_