

CITY OF ANACORTES

Position Description

JOB TITLE: Administrative Assistant

CLASSIFICATION: Non-exempt

DEPARTMENT: Public Works

REPORTS TO: Department Head/Division Manager

PRINCIPAL PURPOSE OF JOB: Supports administrative or technical operation by performing various duties requiring of organization systems and procedures. Performs data compilation, analysis, review and administrative tasks that support the operation of the organization. Supports multiple and concurrent activities, provides guidance to project management, analyzes and interprets reporting requirements and establishes controls to measure compliance. Maintains a working knowledge of organization, budget and planning methodologies, training methods, and audit methodologies. Coordinates with customers, management, and other organization groups to resolve technical and administrative issues.

LEVEL OF AUTHORITY: Performs routine duties independently, setting priorities and scheduling own work in accordance with established and general policies and procedures requiring regular interpretation. Is responsible for sound judgment, thoroughness and competence, where failure to perform effectively and efficiently could have serious impact on municipal operations, public relations and the efficient use of resources.

WORK ENVIRONMENT: Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people. Some work is performed at meeting rooms in the community. Occasional needs to pick up or deliver items in the community or to other City departments.

ESSENTIAL JOB FUNCTIONS

1. Develops plans and presents options and recommended approaches to management.
2. Assigns work to staff members, evaluates productivity and provides guidance and training.
3. Proposes organizational and program budgets, tracks budget compliance, and develops and presents improvement plans to management and customers.
4. Develops and implements organization policies, guidelines, procedures, and instructions.
5. Reports to management on the organization's compliance with department policies and procedures and government regulations.
6. Produces the organization's communication projects.
7. Develops presentations and training materials.

8. Develops action plans that respond to customer's issues and concerns, and advises managers in the use of the department's products and services and relevant policies and procedures in fulfilling the customer's needs.
9. Develops statements of work, defines schedule commitments, and produces schedule status reports.
10. Facilitates and leads department cross-functional projects and teams.
11. Research and recommend policies and programs to the Division Manager. Contact various agencies, as necessary for assistance in such programs and prepare appropriate supporting materials.

ADDITIONAL JOB FUNCTIONS

1. Research and coordinate various activities and details associated with meetings, retreats and business trips. Prepare department manager's travel expense reports.
2. May perform portions of the work of higher classified positions, as assigned.
3. May perform duties of similar complexity in any City department, as assigned.

QUALIFICATIONS AND CAPABILITIES

Technical

1. Must have or be able to quickly acquire knowledge of departmental program structure (mission, goals and objectives), department policies and procedures.
2. Must have baccalaureate degree, or comparable experience, as evidence of a broad education and an ability to deal with diverse situations and diversity of people.
3. Must have a minimum of six years office management or increasingly responsible secretarial/administrative experience. Desirable to have previous experience in local government.
4. Must be able to operate a computer. Must be proficient in Microsoft programs including but not limited to Excel, Access, Outlook and Word. Must be able to learn other software programs required by the department.
5. Must have ability to plan schedule, supervise and evaluate the work of assigned staff for proficient performance and high morale.
6. Must type a minimum of 60 words per minute with accuracy in a setting with many interruptions and transcribe from dictation equipment, handwritten drafts or verbal dictation. Shorthand skills are desirable.
7. Must have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.
8. Must be able to do basic accounting and mathematical computations with a high degree of accuracy, for example to calculate travel expenses or assist with budget calculations.
9. Must maintain professional and technical expertise through participation in continuing education.
10. Must possess a valid Washington State driver's license.
11. Public Notary designation is desirable.

Physical

1. Ability to sit at a workstation for extended periods.
2. Ability to stand, work and drive throughout the day.

3. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

Other

1. Ability to handle multiple interruptions and adjustments to priorities throughout the day.
2. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
3. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.

Use of Tools

Standard office equipment including personal computer, memory typewriter, two-way radio, multi-line telephone system, fax machine, copier, 10-key calculator and dictation equipment.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work individuals may be required to have a pre-employment physical examination by a physician designated by the City. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date