
DEPARTMENT: As Assigned	SUPERVISED BY: Department Director/Manager	FLSA STATUS: Non-Exempt
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JOB SUMMARY:

The Administrative Assistant 4 is responsible for providing advanced, professional-level administrative and executive management support. Assignments may include administration, operations, maintenance, engineering, or a combination of District departments. An employee in this position is expected to have advanced communication, computer, multi-tasking, analytical, and organizational skills. The Administrative Assistant 4 provides internal and external agency coordination, develops meeting materials and presentations, conducts research and analysis, and provides specialized advanced administrative support using multiple computer applications for document management, including tracking and reporting of information, often of a technical nature. Depending on the assigned work group, the Administrative Assistant 4 may be responsible for managing a worksite office, including the first point of contact for vendors, visitors, and elected officials, and engaging with site staff as a corporate liaison. The position may also serve as team lead, managing the workload of administrative staff, planning, assigning, coordinating, and providing technical review of the work. The work performed requires a broad knowledge of District and/or Alliance operations. An employee in this position is expected to have excellent communication skills, oral and written, be organized and detail-oriented, and have excellent multi-tasking capabilities.

DISTINGUISHING FEATURES:

This is the fourth and senior position of a four-level Administrative Assistant classification series. The Administrative Assistant 4 is distinguished from the Administrative Assistant 3 by the increased responsibility of team lead worker duties or daily office management, depending upon the assigned work group. The incumbent shall have additional years of industry and/or District-specific experience that provides advanced technical skills and performs complex administrative support activities, processes, and tasks while working under broader guidelines. The position can coordinate and lead more complex special projects, provide superior customer service and professional communications, and exercise advanced judgment and initiative. The Administrative Assistant 4 performs work that is frequently new and varied with moderate to high degrees of complexity, operating independently with minimal supervision. The work typically involves applying and communicating departmental policies, procedures, and practices, as well as updating and/or creating policies and procedures as needed.

MINIMUM QUALIFICATIONS:

Demonstrated Knowledge of:

- Microsoft Office Suite and Adobe Acrobat, advanced functions.
- Advanced office practices and procedures.
- Business English, spelling, and punctuation.
- Public sector procurement laws and regulations.
- Records Management Guidelines and the Public Records Act (RCW 42.56).
- Principles and practices of project management.

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Skill in:

- Tested proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Tested proficiency in proofreading, with great attention to detail and accuracy.
- Tested proficiency in word processing (typing speed at least 60 WPM).
- Leading the work of others and collaborating cross-functionally to meet deadlines, manage projects, and execute a wide range of administrative activities.
- Exceptional communication with the ability to speak and write clearly and persuasively and to vary communication style to meet the needs of the audience, including the public, elected officials, other agency staff, co-workers, supervisors, and subordinates.
- Maintaining the organization of assigned department records.
- Operating modern office equipment.
- Maintaining high levels of confidentiality.

Demonstrated Ability to:

- Present a professional image.
- Demonstrate process-oriented skills and associated adherence to established processes.
- Understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, and be decisive in taking action.
- Effectively communicate with the public, co-workers, and leadership.
- Prioritize, organize, and complete multiple assignments on time, accurately, and with minimal supervision.
- Maintain a professional and respectful working environment.
- Utilize strong organizational skills.

EDUCATION & EXPERIENCE:

Any combination of education, certification, training, and experience that provides the requisite knowledge, skills, and abilities to successfully perform the duties and fulfill the responsibilities of the position will be considered. A typical way to achieve that would be:

- Associate degree or advanced coursework in administration, business, or related field.
- Seven (7) years of advanced administrative support experience, including research, collection, and analysis of service and/or technical data; diverse and comprehensive record keeping; evaluation of administrative projects, processes, and operations, word processing, editing, and proofreading. An associate degree may substitute for one (1) year of experience.
- Three (3) years of increasingly responsible experience coordinating the work of and supporting administrative staff in completion of their tasks.
- Specialized experience in the department assigned is highly desirable.

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- Certification and/or training in one or more of the following areas preferred:
 - Professional Administrative Certification of Excellence (PACE) through American Society of Administrative Professionals, or Certified Administrative Professional (CAP) through International Association of Administrative Professionals.
 - Certified Public Records Officer through Washington Association of Public Records Officers.

WORKING CONDITIONS:

Typical office environment. Requires strength and mobility for this setting, including prolonged sitting/standing and use of computer. Corrected vision sufficient for use of computers. Must be able to occasionally lift/carry up to 25 lbs.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, depending upon assignment, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

Administrative & Support. Typical tasks: Depending on the assigned work group, this position may be responsible for managing a worksite office, including the first point of contact for vendors, visitors, and elected officials, and engaging with site staff as a corporate liaison. Acts as executive support to the assigned Director or Manager.

The position may also serve as team lead, coordinating the workload of administrative staff, planning, assigning, and providing technical review of the work, ensuring timely completion of high-quality work products that comply with District and departmental standards, policies, and procedures.

Assists assigned Director or Manager with development of annual workload plan for department. Conducts research, compiles and analyzes data and information on specialized projects/topics, and prepares PowerPoint presentations that are engaging and meet professional standards. Coordinates and provides support for District and/or Alliance public outreach functions as assigned.

The work performed requires a broad knowledge of District and/or Alliance operations. An employee in this position is expected to have excellent communication skills, oral and written, be organized, and have excellent multi-tasking capabilities. Coordinates and proposes process improvements, which may include new or updated forms, policies, procedures, and automated tools.

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Word Processing & Data Management. Typical tasks: Prepares official correspondence and other communications with general input and directions following District policies, objectives, and guidelines. Edits, reviews, and prepares written reports and documents for submittal and public distribution. Utilizes spreadsheets, databases, and other software to enter, maintain, track, retrieve, analyze, and report on a variety of quantitative data and information.

Records Management. Typical tasks: Maintains and manages control of written and electronic records following state guidelines and District standards. Independently researches, locates, assembles, edits, and summarizes material, information, and data for administrative action. Maintains files of correspondence, reports, instructions, guidelines, and similar material requiring rapid retrieval for presentation. Supports the public records officer in gathering documentation and information to respond to public records requests.

Office Management. Typical tasks: Maintains administrative systems and procedures, provides customer service, coordinates with other departments and vendors/contractors to ensure timely delivery of contracted goods and services. Provides departmental management calendar and travel support, making arrangements for meetings and conferences. Provides stakeholders with information related to the assigned department or program; may act as liaison between departments to facilitate communications and resolve issues.

Contract Administration & Procurement. Typical tasks: Maintains contracts (professional services, public works, etc.), including procurement and overall contract responsibility. This includes pay request processing, tracking project expenses and contract expiration dates, administering amendments as needed, monitoring budgets of master contracts and task assignments, and ensuring ongoing compliance with certificate of insurance requirements. Provide project assistance, including coordination with consultants to support project development and design, environmental review (e.g., SEPA), permitting, real property acquisition, public advertisement, and bidding support as requested. Responsible for purchasing research, contacting contractors/vendors, applying District and/or Alliance procurement policies/procedures, creating purchase orders, and processing invoices for payment.

RELATIONSHIP WITH OTHERS:

The Administrative Assistant 4 will have regular telephone or in-person contact with District employees, vendors, consultants, contractors, affiliated organizations, stakeholders, and potentially with federal, state, and local entities and elected officials.

SUPERVISION:

Exercised: Employees in this position perform a leadership role while not delegated formal supervisory responsibilities.

DEPARTMENT:

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Department Director/Manager

FLSA STATUS:

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Received: The Administrative Assistant 4 works independently under limited supervision of the department Director/Manager to which the position is assigned. The Director/Manager assigns the work and reviews outcomes periodically through formal and informal communications, conferences, meetings, etc., and a formal evaluation of the employee's performance and work is conducted at least annually through the performance appraisal process. The employee is expected to exercise significant judgment and initiative in managing assigned tasks and meeting deadlines and goals in support of District management, often with broad objectives or goals and with limited detailed instruction provided to reach completion.

SPECIAL REQUIREMENTS:

- Subject to pre-employment testing.
- Possess and maintain a valid state-issued driver's license with a good driving record and be qualified to obtain and maintain coverage through the District vehicle insurance program.
- Final offer of employment is contingent upon a successful reference check.