

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Administration	Board Clerk	Exempt

JOB SUMMARY:

The Executive Assistant (EA) provides highly complex, confidential, and professional administrative support to the General Manager in support of the District Mission, Vision, Values, and organizational goals and initiatives. Serves as a liaison among the General Manager, Board, Business Partners, committees, and affiliated organizations, as well as local and regional partners and public officials. Provides high-level customer service and project support while maintaining a positive, professional image on behalf of the District. The EA is intended to succeed the Board Clerk.

DISTINGUISHING FEATURES:

The EA is a single classification and is not a part of a series. It is distinguished by its advanced administrative skills and knowledge of District operations, District and state regulations, codes, and policies, as well as the highly confidential support provided to the General Manager. The EA works independently, with minimal supervision, performing moderate to complex tasks in recurring and new, varied work situations. The EA exercises discretion, professional judgment, and initiative.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Relevant federal, state, and local regulations, including Records Management Guidelines and the Public Records Act (RCW 42.56).
- Office management principles, practices, and procedures.
- Meeting and event planning practices and procedures.
- Methods of record keeping: paper and electronic documents, office filing.
- Basic principles of research, including data collection, data analysis, and report compilation.
- Principles and practices of customer service.

Skill in:

- Coordinating the activities of high-level management officials and staff.
- Proofreading and editing, including proper business English, spelling and grammar, with great attention to detail and accuracy.
- Prioritizing, organizing, and completing multiple assignments on time, accurately, and with minimal supervision.
- Management of paper and electronic document systems.
- Proficient use of computer systems and software, including Microsoft Office Suite, Visio, Adobe Acrobat, and records management systems.
- Responding to requests and inquiries from the media and general public.
- Understanding, interpreting, and applying policies, codes, laws, and regulations applicable to the work.
- Explaining complex procedures and regulations to government officials and the general public.
- Communicating, speaking, and writing clearly and persuasively in positive and negative situations and varying styles to effectively communicate to the appropriate audience and situation.

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Ability to:

- Represent the District in a positive and professional manner.
- Understand and follow directions, effectively adjust to changing priorities, problem-solve, multitask, and be decisive in taking actions and making decisions.
- Maintain sustained attention to detail and work under pressure.
- Establish and maintain effective working relationships with all individuals contacted during work.
- Identify problems, analyze issues, exercise sound judgment, and use logical thought processes to project consequences, draw conclusions, identify alternatives, make recommendations, and implement an effective course of action.
- Recognize issues that require the Board Clerk or General Manager's immediate attention.
- Maintain high levels of confidentiality and exercise discretion.
- Coordinate and manage projects, taking initiative in the timely completion of assignments within scheduled deadlines.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Operate effectively in a team environment and resolve disputes in a professional manner.
- Maintain a professional and respectful working environment.

Certifications and Licenses:

- Licensed Notary Public in the State of Washington; required within 12 months of date of hire for external applicants.
- Professional Administrative Certification of Excellence (PACE) through American Society of Administrative Professionals, or Certified Administrative Professional (CAP) through International Association of Administrative Professionals, preferred.

EDUCATION & EXPERIENCE:

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

- Associate degree or specialized education and training in administration, business, business writing, office management, records management, or related field.
- Seven (7) years of increasingly responsible administrative support experience, including a minimum of:
 - Two (2) years of administrative support for executive-level and upper management.

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WORKING CONDITIONS:

Employees in this position work in an office environment that requires strength and mobility, including prolonged sitting, standing, computer use, and typing. Specific visual abilities include close vision, distance vision, depth perception, and the ability to adjust focus with corrected vision, which is sufficient for computer use. Must be able to occasionally lift, carry, and/or move objects safely 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, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Executive Support. Typical tasks: Provide confidential, complex administrative support to the General Manager, including composing, editing, reviewing, and publishing correspondence, documents, presentations, and reports in accordance with District policies, objectives, and guidelines, including those that are of a confidential and/or sensitive nature. Conduct research and assemble, analyze, and summarize data and information; develop recommendations or proposals; frame issues, conclusions, and opportunities for action; and identify and recommend alternatives. Communicate and prioritize information and issues and ensure that all relevant background material is provided. Maintain a calendar of activities, meetings, and events, including handling hotel and travel arrangements. Serves as a liaison among the General Manager, Board, Business Partners, other partners, and public officials. May provide confidential, complex administrative support to other members of the Management Team. Screen visitors and telephone calls for General Manager; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; refer inquiries to other staff as appropriate.

Other Duties. Serve as the Board Clerk on a temporary or as-needed basis and provide confidential, complex administrative support to the elected Board, including composing correspondence and preparing documents, codes, and resolutions in accordance with established policies, objectives, and guidelines. Oversee preparation and publishing of Board meeting agenda and materials and maintains the corresponding documentation processes. Maintains and manages control of written and electronic records following state guidelines and District standards. Manage assigned special projects. Exercise judgment and initiative in managing assigned tasks, quality control, and meeting deadlines. Participate in media relations, public information, and outreach programs. Follow District regulations, codes, policies, practices, and management directives. Inspect working area and keep it safe, clean, and professional, including performing general housekeeping duties. Follow occupational health and safety policies and procedures. Demonstrate regular and reliable attendance, be dependable and punctual in reporting to work at the assigned facility or work location, as scheduled. Operate a variety of office equipment. Perform other duties as assigned.

JOB TITLE: **EXECUTIVE ASSISTANT**

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RELATIONSHIP WITH OTHERS:

The EA maintains regular contact, both in person and via phone and email, with the General Manager, Management, staff, executives of other agencies, stakeholders, ratepayers, and the general public. The EA may have occasional contact with the Board, elected officials, and media.

SUPERVISION:

Exercised: No direct supervisory duties. May provide technical or functional direction and monitor and review the work of others, related to assigned duties.

Received: The EA works independently under the general supervision of the Board Clerk and receives input and direction from the General Manager. Work is assigned and reviewed through formal and informal discussions, as well as the review of work materials. Priorities, deadlines, objectives, and work assignments are typically received orally and in writing from the Board Clerk and General Manager. The employee works with a high degree of independence and is expected to exercise judgment and initiative in managing workload, quality control, and meeting deadlines. Performance is evaluated at least annually through the performance appraisal process.

SPECIAL REQUIREMENTS:

- Required to work after normal working hours, evenings, and/or weekends on an as needed or emergency basis.
- Must pass pre-employment, job-related skills testing, including tested proficiency in Microsoft Word, Excel, Outlook, PowerPoint and word processing (at least 60 WPM).
- Final offer of employment is contingent upon successful completion of a reference check.