
DEPARTMENT:

As Assigned

SUPERVISED BY:

Department Director/Manager

FLSA STATUS:

Non-Exempt

JOB SUMMARY:

The Administrative Assistant 3 is responsible for providing advanced, professional-level administrative support to District leadership throughout the various departments. An employee in this position is expected to have high-level computer, multi-tasking, and organizational skills. Provides external agency coordination, develops meeting materials and presentations, and conducts research and analysis. Provides specialized administrative support using multiple computer applications for document management, including tracking and reporting of information, often of a technical nature. The work performed requires a general knowledge of District operations, with more in-depth expertise in the department requirements or program to which they are assigned.

DISTINGUISHING FEATURES:

This is the third of a four-level Administrative Assistant classification series. The Administrative Assistant 3 operates independently with minimal supervision and is distinguished from Administrative Assistant 2 by the additional years of experience and increased responsibility for performing advanced administrative support activities, technical record keeping, working under broader guidelines, handling complex work processes and tasks, and exercising independence, judgment, and initiative. The Administrative Assistant 3 frequently performs new work with varied situations requiring advanced knowledge and understanding of office procedures and operations. Some policies and procedures are defined, but many are determined based on the needs identified by the job requirements. Work activities have a moderate to high degree of complexity, often following self or jointly-developed job-specific guidelines, policies, and procedures. Work products and problems are identified and resolved independently.

MINIMUM QUALIFICATIONS:

Demonstrated Knowledge of:

- Microsoft Office Suite and Adobe Acrobat, advanced functions.
- General office practices and procedures.
- Business English, spelling, and punctuation.
- State of Washington Records Management Guidelines.
- Public sector procurement laws and regulations.

Skill in:

- Tested proficiency in Microsoft Word, Excel, and PowerPoint.
- Tested proficiency in word processing (typing speed at least 60 WPM).
- Tested proficiency in proofreading.
- Operating modern office equipment.

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- Sorting, filing, and archiving electronic records.

Demonstrated Ability to:

- Present a professional image.
- Prioritize and successfully complete multiple assignments on time.
- 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.
- Demonstrate process-oriented skills.
- Maintain a professional and respectful working environment.
- Utilize strong organizational skills.
- Maintain high levels of confidentiality.

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 will be considered. A typical way to achieve that would be:

- High school diploma or equivalent.
- Five (5) 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 or certificate in office occupations, office technology, or related field may substitute for one (1) year of experience.
- Specialized experience in the assigned department is highly desirable.

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, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

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Word Processing & Data Management. Typical tasks: Prepare official correspondence and other communications with general input and directions. Edit, review, and prepare official reports and documents for submittal and public distribution. Utilize spreadsheets, databases, and other software to enter, maintain, track, retrieve, analyze, and report on a variety of quantitative data and information.

Administrative & Office Support. Typical tasks: Provide more complex and advanced administrative support to District leadership within the assigned department. Independently researches, locates, assembles, edits, and summarizes material, information, and data for administrative action. Provides calendar and travel support to department leadership, including managing commitments and making arrangements for meetings and conferences. Procurement of various goods, as requested, using District-issued Purchase Card and performing regular reconciliation of transactions. May be responsible for developing PowerPoint presentations, coordinating and facilitating the assembly of materials for committee and Board meetings, and attending and preparing minutes for District and Alliance Board meetings. May provide administrative support for public outreach activities and employee newsletters.

Filing, Records & Archiving. Typical tasks: Alpha/numeric sorting and filing; Maintains and manages written and electronic records control using the State of Washington Records Management Guidelines.

Contract Administration & Project Support. Typical tasks: Maintains contracts (professional services, public works, etc.), including procurement and overall contract responsibility. This includes processing pay requests, 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.

RELATIONSHIP WITH OTHERS:

The Administrative Assistant 3 may have regular telephone or in-person contact with District employees, consultants, vendors, contractors, affiliated organizations, stakeholders, and potentially with federal, state, and local entities.

SUPERVISION:

Exercised: Not Applicable

Received: The Administrative Assistant 3 works independently under the general 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,

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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, often with broad objectives and limited instructions. Special assignments or new tasks are assigned by the department Director/Manager or team lead worker.

SPECIAL REQUIREMENTS:

- Subject to pre-employment testing.
- Possess and maintain a valid state-issued driver's license with 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.