

TITLE: **Administrative Assistant**

DEPARTMENT: Administrative / General

REPORTS TO: Executive Director & Director of Finance and Administration

SUPERVISES: None

DEFINITION:

Provide full range of administrative and meeting support. Provide all secretarial and regulatory duties associated with Commission meetings and other meetings as directed which includes attending Port Meetings and preparation of notices, agendas, and meeting minutes. General office duties, including telephones, customer contact, reception and correspondence as needed. Facilitate public record requests and assist in record retention functions.

Perform accounting functions under the general direction of the Director of Finance and Administration, including, but not limited to; record and post daily payment activity; prepare billings for IWWTF Users and rentals; input data for accounts payable and payroll.

CONTROLS OVER WORK:

The work will be performed under the direct supervision of the Executive Director & Director of Finance and Administration. A performance appraisal will be given annually or as deemed necessary.

ILLUSTRATIVE EXAMPLES / SPECIFIC DUTIES OF WORK:

1. Administrative
  - a. Prepare or co-ordinate all materials (notices, agendas, resolutions as directed, etc.) in conjunction with the preparation for meetings and recording & transcribing minutes for the Commission meetings.
  - b. Efficiently perform routine office duties, including handling of mail, phones, filing, scheduling of meetings and customer reception.
  - c. Prepare correspondence and other typing as directed.
  - d. Coordinate any and all Port events including Port annual meeting calendar.
  - e. Responsible for the annual advertisement and compilation for the Small Works and Architectures & Engineers rosters. Prepare for publication all requests for Statement of Qualifications and Requests for Proposals.
  - f. Manage calendars through Microsoft Outlook.
  - g. Resolve administrative problems and inquiries including public record requests.
  - h. Maintain office supply inventories.
  - i. Make business travel arrangements for staff and Commissioners.
  - j. Coordinate routine maintenance of office equipment.
  - k. May assist with overflow work from other areas.
  - l. Assist in maintenance of all Port record retention per Secretary of State schedules.
  - m. Any and all duties as assigned.
2. Accounting
  - a. Computer entry of information for accurate processing of A/R, A/P and payroll in

preparation for Director of Finance and Administration's approval.

- b. Provide accounting backup in the absence of the Director of Finance and Administration.

3. Working Conditions:

- a. Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may be asked to travel to meetings in or out of town, and will be required to attend Port meetings.
- b. Physically perform the essential functions of the job.
- c. Able to use and operate office equipment attendant to expected duties.

DESIRED QUALIFICATIONS:

- Working knowledge of accounting principles
- Working knowledge of the accounting software.
- Knowledge of public contracting practices and procedures
- Working knowledge of data processing applications with extensive knowledge in the use of Microsoft programs – Word, Outlook, Excel
- Internet research skills
- One full year of successful experience in a similar job of comparable scope is highly desirable.
- Valid Washington State vehicle operator's license.

Ability to:

- Successfully manage time and prioritize tasks within given parameters.
- Maintain data in an accurate and timely manner.
- Establish and maintain effective working relationships with employees, Commissioners, other agencies and the general public.
- Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port.
- Operate equipment pertinent to job duties.

WAGE AND BENEFIT PACKAGE:

Salary Range:

Full Time - \$33,280 - \$45,000 annually

Status: Non-Exempt