

KING COUNTY WATER DISTRICT # 90
JOB DESCRIPTION

April 2015

TITLE: Executive Assistant

DEPARTMENT: Office

REPORT TO: General Manager and Operations Manager

SUPERVISES: None

DEFINITION:

Under the supervision of the General Manager and Operations Manager, provides executive administrative support to the General Manager, Operations Manager, Board of Commissioners and organization in support of their management and policy making functions associated with the District's Mission.

ESSENTIAL JOB FUNCTIONS *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

- Supports General Manager in performing complex, confidential, and professional administrative functions to include developing and responding to written internal/external correspondence; and assisting with or completing special projects of a general nature as needed.
- Interacts with Board members in a professional manner to keep them apprised of relevant District information. Assist in the preparation and distribution of board packets, meeting announcements, agenda, minutes and resolutions.
- Assist in maintaining master calendar for General Manager and Board of Commissioners. Schedules meetings; coordinates, registers, and makes travel arrangements for conference attendance by General Manager, Operations Manager and Board of Commissioners within budgetary guidelines.
- Serves as the District's Public Records Custodian, manages District records for archival in coordination with General Manager. Serves as primary responder for all non-GIS/As-build related public records requests. Responsible for initiating, executing, and archiving all requests in accordance with the Public Records Act. Coordinates records retention and disposal in conjunction with legal requirements.
- Interacts with staff and the general public to provide professional, courteous, and accurate internal and external customer service while performing all position functions.
- Acts as the Districts Outreach Coordinator. Creates and distributes newsletters, brochures and maintains content on District website and social media sites. Sets up programs for community and schools and participates in local festivals and events to promote the District and the District's Mission.

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OTHER JOB FUNCTIONS

Perform other related duties as assigned.
Assist other office, field, and management staff as needed.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal for extended periods of time. May be required to lift office supplies and equipment weighing up to 25 lbs.

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DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- › General computer programs such as Word, Excel, Outlook, etc.
- › General office practices, procedures, and principles.
- › 10 key calculator by touch, copier, postage machine, and other standard office equipment.
- › Standard business English usage, spelling, grammar, and punctuation.

Ability to:

- Deal courteously and tactfully with the public.
- Maintain customer files and other record keeping systems.
- Communicate effectively, both orally and in writing.
- Type 40 wpm, use 10 key accurately and efficiently.
- The ability to perform basic mathematical computations accurately.
- Prepare routine reports, correspondence, and records.
- Work as part of the office team, performing tasks to meet deadlines while maintaining accuracy and attention to detail.
- Establish effective working relationships with employees, vendors, and the public.
- Maintain the confidentiality of sensitive materials
- Physical ability to perform the essential functions of the job
- Apply standard clerical practices and procedures to the specific area of assignment

EDUCATION AND EXPERIENCE

Candidate must be High School Graduate or Equivalent, and two years general office experience, including word processing, spreadsheets, and cash handling skills.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

Valid driver's license and Insurance.