



Lake Whatcom Water & Sewer District Job Description

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

Reports To: General Manager

Revision Date: May 9, 2011

POSITION PURPOSE:

Provides advanced secretarial and administrative support to the General Manager and the Board of Commissioners through a variety of complex and often confidential secretarial and administrative duties. Serves as the District's Records Officer and Human Resources Administrator.

REPORTING RELATIONSHIPS:

Reports to the General Manager and maintains close working relationship with the Board of Commissioners. Does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Prepares agendas, packets, notices, minutes and resolutions for Board of Commissioner meetings; takes, prepares, distributes, and maintains meeting minutes;
- Assists Executive Management and Commissioners' activities by providing secretarial, administrative and staff support; makes travel arrangements, screens telephone calls and visitors, takes messages and maintains executive calendars;
- Works independently and/or within a team on assignments or special projects, which may include planning and coordinating meetings and retreats, disseminating information and organizing District events, and maintaining inter-agency relations;
- Types, edits and proofs resolutions, correspondence, legal documents, interagency agreements, contracts and proposals;
- Serves as custodian of the District's official records; maintains policies and procedures manual, bonded contractor list, and ULID assessment tracking documents; maintains document archives;
- Compiles information and materials for the General Manager, Board of Commissioners and management staff; prepares reports, summaries, correspondence and memoranda; maintains and updates executive and administrative services web site information items;
- Responds to public information requests and inquiries and requests for information regarding Board meetings, Commissioners and District activities;
- Administers and coordinates Human Resources activities for the District; assists in recruitment activities, maintains personnel policies manual, provides orientation for new employees, explains and assists new employees in benefit coverage enrollment and form completion, and administers employee benefits program; establishes and maintains personnel records, training and seminar records, and tracks crew training;
- Provides administrative and/or secretarial support for other Administrative staff;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Professional standards for business correspondence writing, grammar, spelling and punctuation;
- Principles and practices of record keeping, records retention, records management, and file maintenance;
- Human Resources principles, practices and procedures;
- Computer and applicable software applications;

- Customer service standards, protocols, and techniques; and
- Current office methods, procedures, and practices.

Skill in:

- Using computer and applicable software applications;
- Creating and maintaining multiple computer databases;
- Paying attention to detail and accuracy;
- Creating and maintaining records and file systems;
- Establishing and maintaining effective interpersonal relationships at all organizational levels with District customers and with the public;
- Analyzing problems and identifying solutions; and
- Dealing tactfully and courteously with the general public and others seeking information about District functions and activities.

Ability to:

- Communicate effectively, both orally and in writing;
- Work independently on multiple tasks; and
- Organize and prioritize work assignments.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge & abilities would be:

Experience: Five years of progressively responsible office experience including two years of experience working with executive level staff.

Education: Associates Degree in Public Administration or Business Administration or related field.

Licensing and Certifications:

- Requires valid Washington State Driver's License.

WORKING CONDITIONS:

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and personal computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

PHYSICAL REQUIREMENTS:

This position typically requires reaching, standing, walking, pushing, grasping, finger dexterity, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 9, 2011

Patrick Sorensen, General Manager