# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: ADMINISTRATIVE ASSISTANT 1
Salary Range: AF 23
Position Description: Administrative Assistant 1
Incumbent:
Location: Corrections Facility

## **GENERAL PURPOSE:**

Under the direction of the Facilities Manager, provide administrative support to the Facilities division and independently process administrative details not requiring the immediate attention of the assigned supervisor.

Work is characterized by administrative and technical duties in support of a large, complex division. Duties and responsibilities of this classification are similar to that of the Administrative Assistant 2, but encompass division-wide instead of department-wide support. Duties generally include, but are not limited to, organizing and managing a division office, coordinating communications for the division, processing forms, records and reports, ordering and maintaining supplies, independently preparing and editing correspondences, reports and other materials, scheduling meetings and conferences, arranging travel and lodging, assisting with special projects, training/leading other staff, and performing other accounting and technical duties as assigned.

Work is performed under minimal direct supervision. Incumbents assigned to this classification are required to exercise tact, independence, judgement and initiative.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as administrative assistant to the Facilities Manager, relieving the Manager of a variety of clerical, technical and administrative details; organize and manage the Facilities office's daily operations; and serve frequently as liaison between the Manager and the public, tenants, clients, management and other City employees.

Coordinate communications for division operations; assist callers and/or visitors by answering questions, relaying messages, responding to requests, resolving problems, explaining City policies and procedures, and referring calls/visitors to

other as appropriate. Callers may include tenants, City employees, contractors, architects, engineers, etc.

Act as the division's focal point to receive and distribute work requests for custodial and building maintenance services.

Process and maintain payroll and personnel records for the division.

Order and maintain building maintenance, custodial and office supplies.

Coordinate staff input regarding reports; assemble statistical, financial and administrative materials; prepare documents such as remodeling and construction contracts, tenant leases, annual service contracts, bid documents, etc.; review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Prepare a variety of correspondences, memoranda, reports and other materials independently; record and prepare minutes from a variety of meetings; arrange and schedule a variety of meetings, conferences and travel.

Assist with special projects by conducting research, compiling information and analyzing administrative data. Examples of special projects include the allocation of citywide building costs, senior housing, remodeling, annual auctions.

Train and lead other staff as assigned; plan and coordinate work flow to assure timely, accurate and efficient office support.

Reconcile statements and invoices from outside vendors (i.e. Puget Sound Energy, contractors, etc.); process purchase orders for payment; maintain financial records.

Perform monthly billing and reconciliation of Centennial Center tenant accounts receivable.

Maintain the electrical cost management program, the citywide furniture and equipment inventory system, and the City's key records and key card system.

Research vendors and arrange for quotes for a variety of supplies, furniture and equipment; arrange for equipment maintenance as required; and monitor vendor contracts for compliance.

Maintain citywide meeting room scheduling; ensure proper meeting room setup by checking out requested equipment (i.e. TV, VCR, projectors, etc.)

Maintain the City's Mini-Motor pool cars program.

Assist in the preparation of the division budget; assist in monitoring budget expenditures; verify, balance and adjust accounts; prepare journal entries and enter into the City's automated financial system.

Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of division functions and programs; represent division as required.

Establish and maintain complex, inter-related filing systems.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Municipal organization, operations, policies and objectives
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Basic bookkeeping and accounting principles, practices and procedures
- Technical aspects of field of specialty
- Record-keeping techniques
- Basic administrative research methods and practices

#### SKILLED IN:

- Using oral and written communications
- Using interpersonal skills effectively in a tactful, patient and courteous manner
- Using proper telephone techniques and etiquette to assist a diverse assortment of inquiries and persons
- Composing and editing correspondence and reports
- Assembling diverse data and preparing reports
- Applying the modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs to assigned tasks
- Establishing and maintaining effective and cooperative working relationships with others
- Maintaining inter-related files and records
- Understanding and following oral and written directions

#### **ABILITY TO:**

- Perform the essential duties and responsibilities listed above
- Compose, proofread and edit general and special correspondence and reports including letters, memoranda, management reports, etc.
- Assist in the preparation and monitoring of the division budgeting
- Apply rules, policies and procedures of specific division assigned
- Plan and organize work to meet schedules and timelines
- Work confidentially maintaining discretion
- Analyze situations accurately and adopting an effective course of action
- Read, comprehend and explain documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Communicate orally with small groups of client or employees
- Add, subtract, multiply, and divide at an acceptable rate of speed
- Compute rate, ratio, and percent and to draw and interpret bar graphs
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Deal with problems involving several concrete variables in standardized situations

#### **EDUCATION AND EXPERIENCE REQUIRED:**

Education: High school diploma, or equivalent, supplemented by two (2) years of college

level course work or training in public or business administration, office management, administrative assistance/secretarial training, or a related field;

and

Experience: Three (3) years of increasingly responsible secretarial experience including

at least one (1) year of secretarial support to a division director/manager.

Or: In place of the above requirements, the incumbent may have any equivalent

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties

listed above.

#### LICENSES AND OTHER REQUIREMENTS:

- Notary Public License
- Washington State Driver's License

## MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, dictaphone and typewriter.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING CONDITIONS:

SIGNATURES:

Work is usually performed in an indoor office environment; may be exposed to individuals who are irate or hostile. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

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Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Director/Designee's Signature	 Date	Employee Services Director	Date	
g G		d and updated yearly at time of		

performance appraisal; when position becomes vacant; or, if position's duties

are changed significantly.