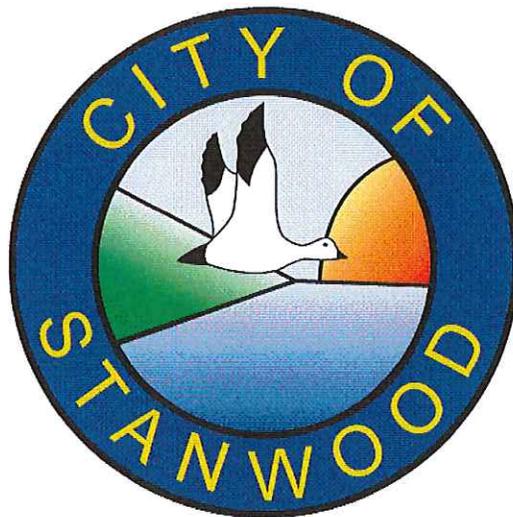


# City of Stanwood



## Administrative Assistant II Application Packet

**Position Closes:  
Friday, August 26, 2016  
4:00 p.m.**



**The City of Stanwood  
announces an  
Employment Opportunity  
August 10, 2016**

**Position:** Administrative Assistant II  
**Closes:** August 26, 2016 (Friday) 4:00 p.m.  
**Salary:** \$4,386/month-\$4,962/month  
**Benefits:** As provided by the Union contract  
**Department:** Finance Department

**APPLICATION INSTRUCTIONS**

Please complete a city job application form; submit the application with a letter of interest and resume no later than 4:00 p.m. on Friday, August 26, 2016.

Complete application packets can be obtained at:  
Stanwood City Hall  
10220 270th Street NW  
Stanwood, Washington

Or from the city website: [www.ci.stanwood.wa.us](http://www.ci.stanwood.wa.us)

Application packets can be mailed or delivered to: City Hall, Attn: Human Resources, 10220 270th St. NW, Stanwood, WA 98292. For any questions please call (360) 629-2181 ext. 4513 or email Patricia Myrdal at [patricia@ci.stanwood.wa.us](mailto:patricia@ci.stanwood.wa.us).

EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

**GENERAL DESCRIPTION**

Under general supervision, performs a variety of difficult, responsible and specialized administrative and office support functions; creates and maintains specialized reports, records and files required in connection with department work processes; interacts with City personnel and the public on technical matters; and performs related duties as assigned.

**SUPERVISION RECEIVED**

Works under the direct supervision of the assigned director.

**SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides executive level assistance to the assigned director. Performs, with a considerable degree of independent accountability, difficult technical and administrative work in support of a department's core functions and processes.

Receives and screens visitors and/or telephone calls, providing general and specialized information regarding departmental functions that may require the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures; skillfully handles complaints and inquiries; researches and responds to requests or refers complaints and requests to other staff when warranted.

Designs, organizes and maintains specialized and custom software databases, forms, records, reports, files and logs to support technical work processes in areas of assigned responsibility; designs, develops and maintains webpages, spreadsheets requiring data interpretation and manipulation; creates, maintains and updates database and file indexes; removes and archives inactive records or files; researches and assembles information from a variety of sources for the completion of specialized forms, maps and technical reports; copies, compiles and distributes contracts, reports, documents and other materials.

Reviews and codes departmental expenses and monitors department budget balances; process applications and payments; compiles data and provides other support and assistance in preparation of department's annual budget.

Within City and department policies and procedures, performs purchasing duties for designated equipment, materials, supplies and/or services; obtains and, when assigned, evaluates bids; recommends the award of bids, selecting appropriate vendors and suppliers; prepares requisitions and purchase orders.

Drafts and/or types committee agendas, follow-up agendas, resolutions and reports; assembles agenda packets for assigned committee/s; ensures all information is accurate and complete; finalizes, indexes and cross-references resolutions; drafts and posts legal notices within mandated timeframes; types and mails meeting notices to applicants, property owners and other parties; drafts procedures and arranges for publication of legal notices; monitors compliance of publications with legal requirements.

Sets up and coordinates meetings with internal personnel, other departments, the public, and other agencies. Assembles background materials, prepares agendas and records action items for various meetings.

Creates materials for public presentations and marketing; composes correspondence, reports and informational materials; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations; reviews, determines the priority of and routes department's incoming correspondence.

Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, agreements, agendas, contracts, legal documents, technical charts, tables and other specialized materials ranging from routine to complex; prepares notices, flyers, brochures, newsletters and other informational materials about programs and services.

May dispatch department personnel to sites in response to incoming calls.

Performs a variety of other administrative duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

- High School diploma or GED
- Five to seven years of increasingly responsible administrative support and/or office related experience,
- Any combination of education and experience necessary to perform the essential functions of the position.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of computers and related software (Word, Excel, Publisher, internet, Outlook, Access, etc.)
- Familiarity with public agencies
- Knowledge of office practices, procedures and equipment
- Knowledge of principles and practices of record keeping, records retention, records management and file maintenance
- Knowledge of computer and applicable software applications
- Knowledge of websites and social media
- Ability to create and maintain computer databases, websites and social media
- Ability to accurately record and maintain records
- Ability to communicate effectively verbally and in writing
- Ability to coordinate special events
- Ability to communicate effectively verbally and in writing
- Ability to handle stressful situations, maintaining composure while under pressure
- Ability to follow City safety guidelines and procedures
- Ability to provide quality customer service to internal and external customers, demonstrating a professional and can-do attitude while administering City regulations
- Ability to produce a quality work product in a timely and efficient manner
- Ability to manage multiple tasks at one time and follow through on commitments
- Ability to use good judgment in making decisions
- Ability to provide innovative solutions to difficult problems, taking initiative to take on assignments without being asked
- Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude
- Ability to follow rules provided by the City's Code of Conduct and Personnel Policy

## **SPECIAL REQUIREMENTS**

- Valid Washington State Driver's License or ability to obtain one within 30 days of hire and a good driving record is required.

- Ability to receive and maintain passport agent certification
- Notary Public

## **TOOLS AND EQUIPMENT USED**

Personal computer, typewriter; 10-key calculator; phone; copy machine; fax machine and motor vehicle.

## **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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid condition, or airborne particles.

The noise level in the work environment is moderately noisy.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.



# City of Stanwood Application for Employment

Human Resources  
Use Only

Human Resources  
10220 270th St. NW, Stanwood WA 98292  
(360) 629-2181  
employment@ci.stanwood.wa.us

You must submit a separate Application for each position. Read the Position Opening Announcement to see if a Supplemental Questionnaire is required.  
**DO NOT submit a photograph of yourself.**

The City of Stanwood is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

**Applicant:** Job you are applying for:

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.?  Yes  No  
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Are you over the age of 18?  Yes  No

Do you have, or can you obtain, a valid Washington State Driver's License?  Yes  No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

### TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training Completed	Subject/Major	Degree/Certificate	Date

### EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

### CRIMINAL CONVICTION

The City of Stanwood is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  YES  NO

If Yes, Please Provide Details Regarding the Crime and the Sentence or Fine Imposed: \_\_\_\_\_

### PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**SIGNATURE IS REQUIRED**

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Stanwood is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Stanwood official is intended to create an employment contract between the City of Stanwood and me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name _____	From _____ <small>Mo/Year</small>	To _____ <small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		

Employer's Name _____	From _____ <small>Mo/Year</small>	To _____ <small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		

Employer's Name _____	From _____ <small>Mo/Year</small>	To _____ <small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		



## AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Stanwood is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Stanwood interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Stanwood, in consideration of the review of my employment application, do authorize the City of Stanwood to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Stanwood from any liability for future references it may provide regarding my work history at the City of Stanwood.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Stanwood's property, the City of Stanwood is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_



**DRIVING RECORD**  
 (To be completed with application)

Name: \_\_\_\_\_  
 Please Print Last First MI

*List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.*

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Stanwood will; however, consider your driving record when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources.** Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

**City of Stanwood Driving Standards:**

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations  
 More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents  
 More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

