



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

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.

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:

- A. High School diploma or GED
- B. Five to seven years of increasingly responsible administrative support and/or office related experience,
- C. 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 of Public License

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.

SELECTIONS 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.