

JOB DESCRIPTION

JOB TITLE: Executive Assistant/Clerk of the Board
DEPARTMENT: Administration Division; Executive Department
REPORTS TO: Executive Director
EEO category 6

SUMMARY:

As part of the South Sound 911 Executive Department, and under the direction of the Executive Director, this exempt position performs highly responsible executive level support, serves as the Clerk of the Board of Directors and serves as the designated Public Records Officer. The duties performed may be of a highly confidential nature, and the position requires frequent interaction with elected officials and police and fire chiefs. Work in this position involves considerable use of independent judgment in analyzing problems and making recommendations and reports to the Executive Director.

ESSENTIAL FUNCTIONS:

Provide professional support for the Executive Director to include calendar management, general correspondence and reception duties for the Executive Office. Receive and screen telephone calls and visitors and inquire about nature and urgency of business.

Serve as Clerk of the Board for legislative meetings. Prepare agendas and board packet materials, post legislative information to website, prepare written minutes to be presented to board for approval and manage board actions (motions, resolutions, etc.).

Serve as the Agency's Public Records Officer. Coordinate administrative public records requests and develop and administer policies for agency-wide public records services. Fulfill general public records requests as assigned.

Manage retention of administrative records. Maintain destruction logs for all divisions of South Sound 911 and coordinate retention policies for the entire agency.

Provide executive level support for agency-wide initiatives and projects. May independently manage projects at the discretion of the Executive Director.

QUALIFICATIONS:

Associate degree (bachelor's preferred) in business or public administration, or related field and five years of administrative experience, preferably in a governmental agency; or any combination of relevant education and experience which would demonstrate knowledge, skill and ability to perform the essential duties.

KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.

Exercise a high degree of independent judgment in problem solving and decision-making related to administrative functions.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Be reliable, dependable and report for work on a consistent basis.

Record-keeping, document retention, report preparation and basic research methods and techniques.

Compile and analyze fiscal and statistical data.

Perform clerical duties such as filing, duplications and word processing.

Knowledge of Robert's Rules of Order.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possess and maintain a valid Washington Driver's License and provide own transportation for offsite meetings and occasional pickups and deliveries.

PHYSICAL REQUIREMENTS:

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 at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	15% of time	Pulling & Pushing	25 lbs.
Walking	15% of time	Lifting	25lbs.
Sitting	70% of time	Carrying	25lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: _____

DATE: 11/5/20

Revision date(s) _____