

SNOHOMISH COUNTY CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT - AIRPORT

Spec No. 2208

BASIC FUNCTION

To assist the Airport Director and other Airport divisions with complex and confidential administrative support.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as liaison between Airport Director and Airport staff as well as with all Snohomish County departments, other government agencies, Airport tenants and the general public.
2. Oversees/chairs/supports Airport participation programs such as March Against Hunger, Diversity and recognition events.
3. Coordinates Airport office activities and communication between agencies and individuals on Airport issues. Briefs Airport Director on pertinent information. Researches and provides data for projects and inquiries.
4. Assists in the development and preparation of the annual budget and reports for County Executive and County Council.
5. May work with staff and management team members on a regular basis to develop programs, plan and coordinate events, create efficiencies in overall operation of the facilities and administration.
6. Establishes and maintains confidential files, working files, and legal documents. Maintains custody of and processes confidential information.
7. Responsible for the Airport advertising program. Works with media and creative resources.
8. Produces and distributes the monthly newsletter. Researches and drafts original articles and press releases. Maintains photograph file.
9. Tracks incoming and outgoing documents, determines action necessary, distributes, and files appropriately. Tracks action items and alerts department divisions. Ensures that ECAF's are complete and progressing on schedule. Develops and maintains manual filing systems related to projects, customers, vendors and account files.
10. Handles confidential material for the Airport Director and acts on his behalf in his absence with the public and county officials. Maintains calendar and appointments for Director.
11. Department coordinator for employee training; assists with budgetary requirement for the year.
12. Produces highly visible correspondence and reports; oversees quality control of department documents.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Performs specialized accounting duties as required such as accounts payable, accounts receivable, payroll or receipting.

STATEMENT OF OTHER JOB DUTIES

14. Takes and maintains minutes at formal hearings or meetings.
15. Attends Paine Field Community Council and other meetings as necessary.
16. Performs related duties as required and provide backup support for office.

MINIMUM QUALIFICATION

A Bachelor's degree in accounting, business, finance or other field related to business or public administration; Plus, four (4) years of office experience; OR, any combination of training and or experience that provides the required knowledge and abilities. Fluency on personal computers in the areas of word processing and spreadsheet is required. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures;
- PC based word processing, publishing and spreadsheet;
- proper English, spelling, grammar, punctuation and word usage;
- basic bookkeeping and/or record keeping procedures;
- time management and job priorities;
- office management and supervision practices and procedures.

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates and the general public;
- Communicate effectively, both orally and in writing; originate articles, press releases and reports
- operate computer terminals and applied software packages;
- analyze and resolve work related problems;
- operate standard office machines and equipment;
- analyze and resolve work related problems with minimum supervision;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- supervise assigned staff, as assigned;
- operate standard office machines and equipment;
- manage multiple tasks/activities while meeting specific deadlines;
- maintain a high degree of accuracy with detailed information;

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KNOWLEDGE AND ABILITIES (Continued)

- work under pressure, meet deadlines and cope with interruptions.

SUPERVISION

The employee reports to and receives limited supervision from the Airport Director and Airport Business Manager. The work is performed with a high degree of independence and is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment. Evening/weekend attendance at meetings and events may be required. Positions in this class typically require daily focus on computer screen for 2+ hours.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1999
Revised: July 2011, December 2016
EEO Category: 2 – Professional
Pay Grade: 240 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous