

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT- PDS Division Manager

Spec No. 2363

BASIC FUNCTION

To provide complex and confidential administrative support to a Planning and Development Services Division Manager.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides administrative assistance to the Division Manager and collaborates with division management team as needed.
2. Acts as liaison between the Division Manager, department staff, other departments and the general public; initiates appropriate action regarding requests for services or complaints; represents the director by communicating procedures, policies, programs, and mission to county employees and the general public.
3. Coordinates and schedules appointments and travel arrangements; maintains the Division Manager's calendar; composes and formats letters, memos, forms, and charts; upon direction and with general policy guidance prepares a variety of correspondence, directives memos, reports, and other written material as required; researches and evaluates relevant information, forms conclusions, and makes recommendations as appropriate; proofs and edits material submitted by others for signature and approval; prepares materials for presentations.
4. Plans, organizes and coordinates meetings; takes minutes, transcribes, edits and finalizes minutes; coordinates the work of the Division Manager's office.
5. Maintains custody of and processes confidential departmental information and personnel information including working files, legal documents, and office supplies; administers maintenance contracts for office equipment; maintains custody of litigation files and other sensitive documents otherwise not assigned.
6. Screens phone inquiries; refers calls to other staff members as appropriate; processes mail and sorts according to action to be taken.
7. Serves as department coordinator for such functions as phone installation, office reallocations, space planning, furnishings, and building maintenance.
8. May perform department recruiting functions to include; monitor and advise department management on position vacancies, assist and coordinate the selection process, prepare job postings, make recommendations related to supplemental, employment examinations and interview questions, and prepare all employment related documents and certifications, coordinating when necessary with Human Resources.

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STATEMENT OF OTHER DUTIES

9. Coordinates various reports and documents with other departments, agencies, and offices as necessary.
10. Provides information to the public, staff, and other departments regarding policies and procedures.
11. Coordinate special projects as assigned.
12. Represents Division Manager at meetings where appropriate.
13. Serves as back-up to Director's Administrative Assistant in recruiting and hiring processes.
14. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree AND two years of increasingly complex administrative experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- conflict management, problem-solving skills and effective communication
- proper English, spelling, grammar, punctuation, and word usage
- basic bookkeeping and record keeping
- computer technology and proficiency in Microsoft Office software including Outlook, Excel, Word, Access, and PowerPoint
- standard office practices and procedures

Ability to:

- work under pressure and meet deadlines and cope with interruptions
- work with and maintain confidential information
- analyze and resolve work related problems
- exercise initiative and judgment, and make decisions within scope of assigned authority
- communicate effectively, both orally and in writing
- establish and maintain effective work relationships with public and private officials, other county employees, and with the general public
- operate computer equipment and applied software packages
- maintain necessary records and prepare required reports
- 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 with minimum supervision

SUPERVISION

The employee reports to a Division Manager of Planning and Development Services. The Division Manager establishes objectives, priorities and deadlines. The work is reviewed through periodic meetings, status reports, and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: May 2014

Revised: November 2017

EEO Category: 2 - Professionals

Pay Grade: 239 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous