

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT- PUBLIC WORKS DIVISION DIRECTOR

Spec No. 2343

BASIC FUNCTION

To provide complex and confidential administrative support to a Division Director of Public Works.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides administrative assistance to the division director and collaborates with division management team as needed.
2. Acts as liaison between the Division Director, 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
4. Director's calendar; composes and formats letters, memos, forms and charts; upon direction and with general policy guidance, prepares a variety of correspondence, directives memoranda, 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.
5. Plans, organizes and coordinates meetings; takes minutes, transcribes, edits and finalizes minutes; coordinates the work of the Division Director's office.
6. 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.
7. Screens phone inquiries; refers calls to other staff members as appropriate; processes mail and sorts according to action to be taken.
8. Serves as department coordinator for such functions as phone installation, office reallocations, space planning, furnishings, and building maintenance.

STATEMENT OF OTHER DUTIES

1. Coordinates various reports and documents with other departments, agencies, and office as necessary.
2. Provides information to the public, staff, and other departments regarding policies and procedures.

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STATEMENT OF OTHER DUTIES (Continued)

3. Coordinate special projects as assigned.
4. Represents Division Director at meetings where appropriate.
5. Coordinates with the Public Works Administrative Operations Division on the hiring process.
6. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Business Administration or Public Administration; AND two (2) 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 Suite, including Outlook, Excel, Word, Access and PowerPoint
- 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
- work with minimum supervision

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SUPERVISION

The employee reports to a Division Director of Public Works. The director 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: July 2011
EEO Category: 2 - Professionals
Pay Grade: 239 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous