

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COUNCIL CHAIR AIDE**

Spec No. 6040

### **BASIC FUNCTION**

To assist the Council chair with intergovernment activities and to provide public contact and secretarial support.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists the Council chair with intergovernmental agency activities; arranges meetings; prepares and screens agendas; briefs council members on agenda items; clarifies agenda items with agency staff members; follows up on discussion items.
2. Assists the Council Administrator in scheduling full council meetings; coordinates meeting follow up on discussion items as appropriate.
3. Reviews council items with the Council Chair; brings items of concern to the chair's attention as appropriate; responds to questions and requests for information as required.
4. Coordinates the creation of new and amended internal procedures and administrative issues with the Clerk of the Council and the Council Administrator.
5. Acts as liaison between council members and constituents; keeps informed of Council activities and agendas; answers inquiries and provides information on such matters as traffic safety, zoning and rates of development; gathers information from county sources and responds as directed; arranges meetings between constituents and council members as required.
6. Acts as representative of council member on boards, committees and before citizens groups as assigned; works with employees in county departments as required.
7. Collects and analyzes background data on pending legislative matters as requested; prepares reports, charts, graphs and spread sheets as necessary.
8. Attends Council meetings and/or hearings taking notes and expressing observations to council member as appropriate; coordinates arrangements for meeting facilities, equipment and refreshments as appropriate.
9. Coordinates the preparation and distribution of press releases, newsletters and other community relations materials. Maintains district news story files; assists in the preparation and dissemination of news digests to Council members; composes and formats letters and memos.
10. Schedules appointments and meetings for the council member; maintains appointment calendar; prepares agendas; takes, prepares and distributes minutes.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Makes travel arrangements for council member; maintains confidential and personal files.
12. Performs special projects as assigned by the Council Administrator; serves on adhoc committees as assigned.

### STATEMENT OF OTHER JOB DUTIES

13. Maintains necessary records and prepares required reports.
14. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of personal, confidential or executive secretarial 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:

- office procedures and practices
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures

Ability to:

- make decisions under pressure
- type accurately
- establish and maintain effective work relationships with superiors, peers and the general public
- maintain necessary records and prepare required reports
- communicate effectively both orally and in writing
- meet deadlines and cope with interruptions
- operate standard office machines and equipment
- exercise good judgment as to when to act independently and when to refer situations to higher authority
- analyze and resolve work related problems
- speak effectively before groups

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### SUPERVISION

Employee receives limited supervision from a council member and/or administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices, informing supervisor of progress and of potentially controversial matters.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips as necessary to attend meetings and events. The employee may be required to work evenings, weekends and holidays as necessary.

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: June 1990  
Revised: March 2002  
Previous Spec No. 751705  
EEO Category: 6 – Administrative Support  
Pay Grade: 110 – Mgmt. Exempt  
Workers Comp: 5306 Non-Hazardous