

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - COUNCIL

Spec No. 2321

BASIC FUNCTION

To provide administrative support services to the Council Chief of Staff and Council offices.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains appointment calendar for Chief of Staff; arranges meetings and secures meeting accommodations for staff.
2. Arranges and secures meeting accommodations as needed for meetings hosted by the County Council that occur outside regularly scheduled weekly meetings or not within the County Council Chambers.
3. Handles confidential and politically sensitive information and materials.
4. Assists the Public Information Officer/Public Records Officer as needed.
5. Prepares and distributes agendas for staff meetings and ad hoc committees as needed by Chief of Staff.
6. Attends meetings with/for Chief of Staff, Council members and other staff members; takes notes and processes and distributes materials as needed.
7. Provides temporary coverage during absences of Legislative Aides.
8. Provides temporary coverage for front desk receptionist as needed.
9. Travel: Assists Council member offices with completion of travel arrangements, including processing of travel authorization forms. Serves as a point of contact for staff to receive information and assistance on travel issues. Maintains spreadsheet for Council members and assists with monthly travel expenditures.
10. Communication and Information Services: Performs Network Administrative Group (NAG) responsibilities. Disseminates Council member's eNewsletters. Provides backup coverage to network administrator and addresses cell phone issues.
11. Employee Recruitment: Assists the Chief of Staff with the recruitment process for the Council's non-partisan personnel and personnel within the independent agencies within the Legislative Branch. Coordinates with Human Resources on the issuance of job announcements, processes resumes, prepares summary spreadsheets, schedules interviews, assists with reference/background checks, coordinates final interviews with the County Council and Chief of Staff, and issues letters to applicants using the online recruitment system.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Provides backup for Administrative Specialist including; payroll and accounts payable, and complies with applicable department, county, state and federal policies and procedures.
13. Works with Facilities and Information Services on Council office matters, e.g., order/replacing furniture, office name plates, and technology equipment.
14. Annual Budget: Maintains and updates various budget tracking forms for analysts. Collects and maintains information for the Behind the Budget folder on the S drive. Maintains and updates reconciliation of all ordinances by year. Assists with scheduling and coordinating locations of budget hearings.
15. Coordinates Charitable Campaigns, including United Way.
16. Prepares information packets, agendas, takes minutes and arranges for meeting accommodations for Staff Performance Audit Office. Works closely with Council staff and Performance Audit consultants as needed.
17. Prepares ECAF's and Motions for Council approval, works closely with the Auditor's office.
18. Prioritizes incoming mail, phone calls and requests for appointments. Prepares draft letters and reports for review; corrects, finalizes and distributes as required for Chief of Staff. Provides a full range of administrative support as required.

STATEMENT OF OTHER JOB DUTIES

19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

An Associate's Degree; AND five (5) years of progressively responsible experience; OR any equivalent combination of education and/or experience. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of office management;
- office policies, procedures, methods and equipment;
- business writing and report preparation;
- laws, rules, regulations and guidelines governing areas of assignment;
- research and analysis techniques.

KNOWLEDGE AND ABILITIES (Continued)

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Ability to:

- operate computer and applied software;
- communicate effectively, both orally and in writing;
- work independently;
- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- read, interpret and apply work related laws, rules and regulations;
- exercise tact and diplomacy;
- analyze and resolve work related problems;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public.

SUPERVISION

The employee receives limited supervision from the Chief of Staff. The work is primarily carried out independently in accordance with instructions, established policies and accepted practices.

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 2008

Revised: July 2016

EEO Category: 6 – Administrative Support

Pay Grade: 109 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous