

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - PUBLIC WORKS DIRECTOR

Spec No. 2308

BASIC FUNCTION

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

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as liaison between the 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.
2. Coordinates and schedules appointments and travel arrangements; maintains the 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.
3. Plans, organizes and coordinates meetings; takes minutes, transcribes, edits and finalizes minutes; coordinates the work of the Director's office.
4. 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.
5. Screens phone inquiries; refers calls to other staff members as appropriate; processes mail and sorts according to action to be taken.
6. Serves as department coordinator for such functions as phone installation, office reallocations, space planning, furnishings, and building maintenance.
7. Supervision of other administrative staff as assigned.

STATEMENT OF OTHER JOB DUTIES

8. Coordinates various reports and documents with other departments, agencies, and offices as necessary.
9. Provides information to the public, staff, and other departments regarding policies and procedures.
10. Coordinates special projects as assigned.
11. Represents Director at meetings where appropriate.

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STATEMENT OF OTHER JOB DUTIES (Continued)

12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, or Office Management or related field; AND two (2) years 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 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
- office practices and procedures
- supervision

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
- Plan, schedule, train, supervise and/or evaluate the work of other employees as assigned

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SUPERVISION

The employee reports to the 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: March 2007 as Administrative Assistant-Public Works

Retitled: July 2011

Revised: June 2012, August 2012, September 2016, September 2017

EEO Category: 6 – Administrative Support

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous