

City of  
**EDMONDS**  
Washington

**ADMINISTRATIVE ASSISTANT - PARKS**

<b>Department:</b>	Parks, Recreation & Cultural Services	<b>Pay Grade:</b>	<b>NE-9</b>
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Parks, Recreation, and Cultural Services Director

**POSITION PURPOSE:** Under general supervision, plans and performs administrative office duties to assure smooth, timely and efficient office operations for the Parks, Recreation and Cultural Services Department; assists the Director and Parks Management staff with technical, clerical and administrative duties; researches, collects, analyzes and compiles data and information for inclusion in reports, correspondence, emails, and website; maintains financial records, files and budgets related to department operations, programs and expenditures; and supports department programs.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and performs administrative office duties; assists the Director and Managers with technical, clerical and administrative duties.
- Assists and supports Cultural Arts programs and department boards and committees as assigned.
- Develops, prepares and maintains records related to department operations.
- Provides customer service including answering telephones and greeting visitors; provides information in person or on the telephone; serves as backup to front desk.
- Provides information and services to other City departments and personnel, various outside agencies and organizations and the general public.
- Prepares or reviews a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Processes payroll, payables, and other materials according to established procedures; communicates with accounting personnel as needed; prepares receipts and deposits as appropriate.
- Maintains accurate financial records and files pertaining to departmental expenditures, budget balances and operations; reconciles daily monies; prepares personnel status reports, charts and other documents as requested; reconciles petty cash accounts.
- Updates departmental websites.
- Schedules appointments and meetings and notifies appropriate individuals of meeting times and locations; arranges for meeting facilities as needed; prepares calendars as required.
- Purchases office supplies.
- Assists Director and Parks Management staff as required; participates in assignments specific to the position.
- Must be able to work a flexible schedule including some evenings and occasional weekend meetings.
- Operates office machines including computers, copiers, calculators and other equipment as assigned.

## **JOB DESCRIPTION**

### **Administrative Assistant - Parks**

#### **Required Knowledge of:**

- City and Department organizational procedures.
- Administrative functions and activities of the Parks and Recreation office and city government.
- Applicable laws, codes, regulations, policies and procedures.
- Financial and statistical record-keeping techniques.
- Basic budget preparation, monitoring and control techniques.
- Knowledge of literary, performing and visual arts.
- Research methods, data collection, and statistical analysis.
- Basic graphic design skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Principles of business letter writing.

#### **Required Skill in:**

- Performing technical, clerical and administrative duties.
- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Meeting schedules and time lines.
- Preparing a variety of reports, files, records, marketing materials and press releases related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, boards and commissions, and the general public.
- Organizational support for special events.
- Communicating effectively verbally and in writing, including public relations and customer service.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Any combination equivalent to: graduation from high school supplemented by course work in business administration, office management, or related field and three years of increasingly responsible clerical or administrative office support experience, experience in an arts field and experience in program support responsibilities. Bachelor's Degree preferred.

##### **Required Licenses or Certifications:**

State of Washington Driver's License.

Must be able to complete and successfully pass a background check.

#### **WORKING CONDITIONS:**

**JOB DESCRIPTION**  
**Administrative Assistant - Parks**

**Environment:**

- Office environment
- Constant interruptions

**Physical Abilities:**

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching overhead, above the shoulders and horizontally, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Lifting/moving approximately 20 – 30 lbs. on occasion.

**Hazards:**

- Possible contact with angry and/or dissatisfied customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_