

City of
EDMONDS
Washington

SENIOR OFFICE SPECIALIST – Cultural Services Program

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-6
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Parks, Recreation & Cultural Services

POSITION PURPOSE: Under general supervision, supports and assists in coordination of Edmonds' Arts Commission (EAC) programs and other support duties for the Cultural Services office. Assists in program development and prepares program materials; records and reports for the EAC and provides information and assistance to the general public regarding arts programs and events. Works with EAC and volunteers to organize and present the annual Write on the Sound conference.

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.*

- Prepares materials, coordinates and schedules EAC programs; maintains a record of all EAC meetings; prepares and distributes meeting agendas and takes transcribes and distributes minutes.
- Coordinates schedules and organizes meetings, workshops and programs including: meeting with vendors, sponsors, community contacts and program participants.
- Schedules and arranges facility for events and meetings.
- Coordinates and schedules the Write on the Sound Writers' Conference special event including facilitating and staffing the steering committee and volunteers in preparation for and execution of the event.
- Performs a variety of special duties, projects or activities.
- Performs various administrative duties to provide customer service including answering telephones and greeting visitors; provides information in person or on the telephone or refer to appropriate personnel; opens, screens and route mail.
- Composes, prepares and types a variety of correspondence, memos, agendas and reports and proofreads materials to assure accuracy and completeness.
- Creates and maintains informational and marketing materials, brochures and the City website for Cultural Services programs and events posting information to the website; prepares, edits and updates a variety of written program materials.
- Organizes and coordinates office functions, activities and communications; assures efficient workflow and office operations.
- Maintains and updates information databases such as contacts and/or public art databases and mailing lists.
- Maintains accurate financial records and files pertaining to division expenditures, budget balances and operations; prepares status reports, program evaluations, and other documents as requested; prepares and coordinates purchase of office supplies, equipment and other expenditures.

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- Receives, processes and monitors fees, registrations, applications, invoices, contracts, refunds and other materials according to established procedures.
- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Maintains calendars for supervisor as assigned; schedules appointments.
- Provides information and services to other City department and personnel, various outside agencies and organizations.
- Processes documents specific to the office assigned including purchase orders, bids, contracts, invoices, payments and others as assigned according to established procedures.
- Operates office machines including: computers, copiers, calculators, and other equipment as assigned.
- Must be able to work a flexible schedule including some evenings and occasional weekend meetings.

Required Knowledge of:

- Knowledge of the literary, performing and visual arts.
- Administrative functions and operations of a City government.
- Research methods, data collection and statistical analysis.
- Accurate, lawful, and efficient record-keeping techniques.
- Budget monitoring and control including proficient skills in mathematics.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing technical clerical and administrative duties having department-wide impact.
- Planning and performing technical administrative office coordination duties in support of the EAC and Cultural Services office.
- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Successfully meeting schedules and time lines.
- Preparing a variety of reports, logs, records and files 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, community groups and the general public.
- Meeting schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Preparing a variety of marketing materials and press releases.

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MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: a Bachelor's Degree with work experience in an arts field with program coordination responsibilities or an Associate's Degree with a minimum of two years of experience working in the field plus experience working with volunteers and in marketing/graphic design.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

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

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.
- Contact with hazardous chemical cleaners and sealants for art maintenance.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____