



City of Duvall

Small Town. Real Life.

**THE CITY OF DUVALL
WASHINGTON**

ADMINISTRATIVE ASSISTANT III

\$52,393 – 62,536

Plus Excellent Benefits

Apply by

April 13, 2018

Position Description

The City of Duvall is seeking a candidate to fill a full-time Administrative Assistant III position. The position provides professional administrative support to the Planning Director, Mayor, and City Administrator. The ideal candidate will be a team player, possess strong customer service and organizational skills, be able to multitask, work under deadlines, and meet the essential duties of the job description.

A full job description is attached to this posting and is available at <http://www.duvallwa.gov/Jobs.aspx>.

Salary Range

The salary range for the Administrative Assistant 3 position \$25.19 - \$30.07/hour

Application Requirements

All applicants must fill out a City of Duvall job application and submit the application with a resume, professional writing sample (five pages or fewer), and a cover letter. Application packets shall be delivered to Duvall City Hall at 15535 Main Street NE, Duvall, emailed, or mailed to:

City Clerk, City of Duvall, PO Box 1300, Duvall WA 98019

Applications are due by **4:30 p.m. on Friday, April 13, 2018**

**CITY OF DUVALL
POSITION DESCRIPTION**

Class Title: Administrative Assistant III
Department: Administration
Union: Teamsters Local Union #763
Established: June 29, 2007
Revision Date: March 28, 2018

FLSA:

Non-Exempt (employee is eligible for overtime/compensatory time in accordance with federal Fair Labor Standards Act, state Minimum Wage Act, and/or the provisions of the Collective Bargaining Agreement)

General Purpose

Under general supervision and as part of a service-oriented team, the Administrative Assistant III provides professional administrative support to the Planning Director, Mayor and City Administrator. This position reports to the City Administrator. This position does not supervise any subordinate employees.

Essential Duties and Responsibilities:

The following statements reflect the general duties and responsibilities of this position, but should not be considered an all-inclusive listing. The employee is also expected to meet the technical performance standards developed for this position and the City's standards for interpersonal and team behaviors, customer contacts, and supervision. Employee may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs.

1. Provides day-to-day administrative support to the Mayor, City Administrator and Planning Department, including answering phones, copying, filing, mailing, posting legal notices, tracking projects using permit tracking software, creating project files for land use applications, distribute project related plans and documents to staff, and other related administrative support.
2. Timely and regular attendance is an essential requirement for this position.
3. Compose and/or edit letters, memos, reports, ordinances, and other documents and correspondence as required.
4. Prepare, assemble, and distribute packets for Planning Commission, Advisory Committees, City Council, and Hearing Examiner meetings.
5. Attend and take minutes at Planning Commission, Hearing Examiner meetings, and community meetings (night meetings).
6. Provide backup to the main city hall staff, providing the first point of contact to the public, and direct citizens to appropriate departments or individuals.
7. Assist in the development of notices, flyers, brochures, newsletters, media releases, newsletter articles, and other informational materials as directed.
8. Prepare summaries and conduct research and analysis as directed.
9. Maintains manual and computerized filing / record keeping systems. Responsible for file maintenance, retention and archiving department records.

10. Move office equipment, projectors, supplies and boxes to and from meeting locations.
11. Planning Department website management.
12. Other duties as assigned.

Work Schedule

This position works a 40-hour workweek schedule (Monday through Friday) includes early mornings, evenings, and weekend meetings 3-5 times per month. Overtime may occasionally be required. Overtime will be paid consistent with the Collective Bargaining Agreement.

Work Environment

The noise level in the work environment is moderately noisy and has frequent interruptions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Travel

This position may require overnight travel on an occasional basis for training and other professional development.

Qualifications:

Preferred Qualifications include an Associate's Degree or above in Office Administration, Public Management, or closely related field and two years of experience in office administration, public management or related field; or any combination of relevant education and experience which would demonstrate the knowledge, skills, and abilities required to perform the duties listed above.

Minimum Qualifications a High School degree or equivalent is required. Successful applicants must also

- Pass a background investigation.
- Maintain a level of physical and mental fitness necessary to perform the essential functions of the position.
- Have a valid Washington State driver's license and a driving record acceptable to the City and the City's insurance carrier, OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Be legally able to work in the United States.

Knowledge, Skills, and Abilities:

Knowledge of

- Principles and practices of computerized record keeping.
- General office procedures and equipment.
- General government operations including; ordinances, official functions and personnel procedures.
- Basic knowledge of budgeting practices and principles.
- Must have or be able to quickly acquire knowledge of departmental program structure (mission, goals and objectives), department policies and procedures.

Ability to

- Demonstrate mastery of business correspondence, and an ability to proofread the grammar, spelling, and punctuation of self and others with high degree of accuracy.
- Use MS Word, Excel, PowerPoint, Publisher, Adobe, website management, and working knowledge of permit tracking software.
- Remain calm and influence, persuade, reassure, and defuse interpersonal conflicts while resolving problems for users.
- Prioritize work to meet deadlines.
- Ability to work independently from general instructions and broad work expectations.
- Establish and maintain effective working relationships with support staff, co-workers, and the general public.
- Exercise considerable judgement, discretion, tact, courtesy, and patience in inter-department and public contact and coordination.
- Coordinate and carry on a number of activities simultaneously under stressful and busy conditions.
- Listen to and resolve problems in a manner that is responsive to the needs of the customer and promotes professional customer service.
- Pay close attention to detail for prolonged periods of time and under restrictive deadlines.
- Present a positive image of City services both verbally and in writing.
- Communicate effectively and clearly both orally and in writing.
- Work occasional early mornings, evenings, and weekends.

Personal Qualities

- Greet public and co-workers in a professional manner and clearly convey a sincere willingness to be of service and/or be open to resolving the situation at hand. Clearly explain self or answers when necessary.
- Take the time to ensure message is easily understood. Close all contacts courteously and appropriately.
- Look for opportunities to build trust; research more data if needed; willing to negotiate schedule to accommodate another's needs.
- Portray an image of knowledge, confidence, professionalism, fairness, and caring.
- Appropriate dress and grooming for position.