CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Executive Administrative Assistant** **E-PLAN SG:E1-8**

DEPARTMENT: **Executive** **CS:N FLSA:Y EEO4CODE:AS**

JOB SUMMARY:

Provides high level administrative support to the Deputy Administrator, Mayor and executive team. Responsible for coordinating agenda bills for the mayoral review process and processing liquor and marijuana license applications. Responsibilities also include office management and the administrative functions of the Executive Department including records management and budget preparation and monitoring. Work requires a high degree of confidentiality and discretion in a publicly-sensitive environment.

SUPERVISORY RELATIONSHIP:

Reports to, and receives assignments from the Deputy Administrator. Works both independently and under general supervision on assigned tasks.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides high-level customer service to the public and City employees; serves as first point of contact with citizens for the Executive and Legal Departments. Handles confidential and sensitive communication and materials and screens for significance and immediacy of response; refers to appropriate staff as needed.

2. Communicates information on behalf of the Mayor and Deputy Administrator in person, over the phone and through development and preparation of notes, letters and other correspondence, reminders and directives.

3. Processes all liquor and marijuana license applications for the City of Bellingham, routing to appropriate departments. Involves interaction with licensees and state and local Liquor and Cannabis Board officials.

4. Performs administrative tasks for the Executive Department such as typing, database entry/retrieval/report generation (address lists, call reports, etc.); edits written materials (correspondence, notices and reports) and transcribes meeting minutes; creates and modifies spreadsheets as needed (for City boards, budget breakdowns, address lists); coordinates Citywide policies for finalization and posting. Composes and sends letters and other correspondence. Processes purchase orders. Faxes, photocopies and performs other related clerical tasks. Ensures adequate inventory of office supplies.

5. Acts as records manager for Executive Department; maintains and updates office filing systems; updates various policies and procedures manuals. Responsible for sending and retrieving archival materials. Keeps accurate logs of all contracts, bonds, or other legal documents which the Mayor signs and routes for final disposition per procedure. Records and routes all legal

documents served to the Mayor as Chief Executive of the City to Legal Department. Monitors and routes payroll documents and conference requests of department heads.

6. Schedules appointments and meetings, and assists in the maintenance of the Deputy Administrator's schedule. Maintains records of Mayor's appointments to the various City boards and commissions and works with applicants, City staff, the Mayor and Deputy Administrator to ensure timely appointments or reappointments as needed.

7. Monitors and coordinates agenda bills, attachments, and other documents from department heads, senior staff and Executive intended for the Council meeting agenda packets, and prepares all materials for mayoral review process. In the absence of the Legislative Assistant, serves as back-up in the creation of City Council meeting packets.

8. Prepares budget documents and assists in the administration of the Executive Department budget and financial records. May research information needed for purchasing decisions. Coordinates accounts payable, credit card reconciliation, travel authorization forms and reimbursements as well as travel arrangements for Executive Department.

9. Coordinates Executive Department events such as the Boards & Commission Appreciation Event, City Center Awards and Essence of Bellingham.

10. Processes quarterly Public Disclosure Commission filing for lobbyist.

11. Acts as primary time administrator for Executive department. Receives, reviews, corrects, processes and enters timesheets for Executive Staff.

12. Maintains computerized log in/out of paperwork, contracts and letters in coordination with Executive Assistant in preparation for mayoral signature.

ADDITIONAL WORK PERFORMED:

1. Performs backup duties for Executive Assistant as needed.

2. Assists other Executive office staff with clerical and administrative duties.

3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Strong knowledge of the functions of City government and City departments. Ability to gain a working knowledge of the purpose, practices and policies of the Executive Department and to apply practically as appropriate.
- Good knowledge of office procedures, including filing and indexing systems, use of standard office equipment including computer terminal, multi-line digital phone systems, copier and fax machine.

Skill in:

- Excellent customer service skills for interaction with co-workers and the general public. Must be able to communicate effectively and to provide clear explanations on procedures and regulations while utilizing good interpersonal skills, courtesy, discretion, tact and good judgment.
- Excellent written communication skills including knowledge of business English, composition and formatting of various documents, reports, meeting minutes and correspondence. Ability to compose correspondence and to proofread and edit the work of others. Ability to prepare meeting minutes or summaries.
- Excellent project management skills, including skill in planning, organizing, evaluating, analyzing problems and implementing plans.
- Strong oral communication and customer service skills to work with a variety of citizens, City personnel and local, State and federal agencies using tact, courtesy and good judgment.
- Strong organizational skills including the ability to organize, prioritize and schedule work.
- Good business English and grammar skills to type and edit documents. Ability to compose correspondence, mayoral proclamations (using Publisher) and reports and to proofread and edit the work of others.
- Handling extensive public contact and the ability to remain calm in stressful situations.

Ability to:

- Maintain, navigate and utilize computerized files and databases. Skill in using a variety of business software programs such as word processing, internet/email, spreadsheet, presentation and database software.
- Work independently and under general supervision and perform duties thoroughly, meet deadlines, prioritize accurately and handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability, willingness and strict commitment to maintaining confidentiality of sensitive information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a customary range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time. Work involves extensive public interaction and requires a high level of discretion, patience, tact and professional composure. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED) required; college degree preferred.
- A minimum or four (4) years general office or related experience including two years of experience coordinating the operations of a complex office environment.
- Experience working with a multi-line digital phone system required.

- Strong skills in utilization of standard business software, including word processing, spreadsheet, data entry/retrieval, file maintenance, email and internet searching. Microsoft Word and Excel proficiency required. PowerPoint and Publisher experience preferred.
- Keyboarding at 45 wpm NET required.
- Experience in a municipal or other governmental environment working with public and elected officials preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

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6/07

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