Position Title: Administrative Specialist III  
Date: December, 2012

Reports to: Clerk of the Council  
Department: Council Office

FLSA Status: Non-exempt, confidential  
Positions Supervised: None

BASIC FUNCTION: This position is a confidential, "At Will", administrative support position for the County Council department, including Council Members and the Clerk of the Council. Under the direction of the Clerk of the Council, responsibilities include: office reception duties; correspondence; preparation of meeting materials; and documentation, archiving and uploading of Council work product.

MINIMUM QUALIFICATIONS:
1. Two years of college and four years general office work experience preferred, or an equivalent combination of education, training and experience that provided the knowledge, skills and abilities to perform the essential functions of the job.
2. Solid, proven word processing (60 wpm. minimum) and spreadsheet skills (MS Word, Excel) required, financial and database software such as EDEN, PowerPoint, Excel macros and Access a plus.
3. Must possess a collaborative working style, the ability to work cooperatively with a variety of personality types, and the flexibility to adjust to changing working conditions and priorities. Ability to establish and maintain effective working relationships with County personnel, members of other legislative entities and the general public, and demonstrated ability to think analytically and consistently, applying sound judgment in resolving complaints and concerns from the general public.
4. Requires ability to research, understand and interpret the Revised Code of Washington. Certified Municipal Clerk (CMA) training desirable; must be willing to take courses leading to certification.
5. Must become proficient in use of audio-visual recording systems and software as well as be adept at learning and integrating new technology as software upgrades are introduced into the workplace (i.e., databases, videoconferencing development, etc.)
6. Must possess a proven ability to multi-task, organize work effectively and work independently, prioritizing a wide variety of work assignments.
7. Excellent oral and written communications skills required.
8. Must be able to maintain professionalism and neutrality, absolute confidentiality, and a supportive, can-do attitude in the course of work.

PRINCIPAL DUTIES (essential functions marked with asterisk):

*1. Provides administrative support for the County Council, including Council meeting documents and binder preparation, Council member correspondence, and post-meeting document distribution and posting. Copies, organizes and distributes material for Council meetings. Establishes and maintains general and confidential administrative files, records and information to meet specific needs.
*2. Manages office reception and meets/works with the public by phone or in person in a pleasant, professional and courteous manner. Provides information to the public by phone, correspondence (mail and/or e-mail) or in person.
*3. Under the direction of the Clerk of the Council, maintains accurate, accessible records of all appointed boards and committee membership rosters, resolutions, ordinances and related correspondence. Maintains current on-line notices of meetings, membership and calendars for
boards and committees. Drafts all letters of appointment and acceptance of resignation letters and certificates for Boards and Committees for County Council signature. Advertises for committee vacancies as necessary. Prepares updates for the Clerk of the Council on committee and board appointments. May be responsible for minute-taking for certain boards and committees.

*4. Processes records for County Council proceedings: distributes information on County Council proceedings to appropriate individuals, County departments, and state agencies; after approval by Council, scans and archives ordinances, resolutions, staff reports, minutes and other documents as required; uploads documents to Council web-site; and maintains on-line database of historical Council documents.

*5. Works with other departments and the public to research queries, locate archived documents, and secure appropriate information.

*6. Works with the Clerk of the Council to keep the office functioning: submits work orders for and schedules facilities and equipment (computers, copiers, fax, telephones, etc.) maintenance and repairs; obtains, sorts and distributes mail; orders supplies; reserves Council conference rooms and maintains schedule; and reserves off-island meeting spaces for Council when required and coordinates travel arrangements.

*7. Keeps current with issues and agendas under Council consideration and maintains information on the status of various items before the Council (ordinances, agendas, reports).

*8. Maintains strict confidentiality of information as it relates to Council executive sessions, closed sessions and pending litigation. Supports Council and individual Council members’ work in a respectful and collaborative manner, maintaining professional neutrality regardless of the issues under consideration.

*9. In Clerk’s absence, may be responsible for video-conferencing, minute-taking, live-streaming and document signatures during Council meetings, as well as maintaining on-line agendas, documents and legal notices.

*10. Provides back-up and assistance to Administration staff members, under the direction of the Clerk of the Council, as needed to accomplish County and department objectives.

*11. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

12. Other related duties as assigned.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting, standing and walking and frequent hand and finger movement. Must be able to talk, to give, receive and understand written and oral communications and occasionally calculate mathematical problems. Some lifting of boxes and files, up to 25 pounds, may be required.

**EQUIPMENT REQUIREMENTS:**

| Equipment/Tool                  | No. of Hours | Frequency of use:
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**WORKING CONDITIONS:** Normal office conditions. Often works alone in the office. Occasional council meetings on other islands.