Position Title: Administrative Specialist III  
Reports to: Land Bank Director  
FLSA Status: Non-exempt  

**BASIC FUNCTION:** Assist Land Bank Commission, director, and land stewards with Land Bank program management. Manage department office; serve as Land Bank Office receptionist; produce and distribute communications about Land Bank programs and preserves; process and track all department financial transactions; develop and maintain financial reports; purchase and maintain supply and equipment inventory; process all department bills and payroll; develop and prepare accounting spreadsheet materials as directed for budget analysis, preparation, and presentation; and coordinate volunteer program; Includes routine clerical work such as filing and correspondence. The position requires independent judgment, discretion, and confidentiality in dealing with landowners and members of the public. Work is performed independently under the Land Bank Director’s general direction. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

**MINIMUM QUALIFICATIONS:** Two years of college and a minimum of four years of professional administrative work experience, OR any combination of education and experience which demonstrates the ability to perform the essential functions of the job. Must have proficiency in numerous computer software programs including word processing, spreadsheets, GIS, desktop publishing, and databases, experience developing and maintaining computer files and storage, a working knowledge of basic accounting principles, experience developing public information materials and displays, ability to multi-task and manage priorities, excellent organizational skills, and ability to communicate clearly orally and in writing.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Provides administrative support for Land Bank Commission, Director, Land Stewards, and Preserve Stewards. Keeps current overview of all programs, finances, events and activities of the Land Bank and Land Bank Commission. Coordinates staff schedules and meetings.*

*2. Manages Land Bank communications with the public and with other county entities. Prepares correspondence, public notices, press releases, and newspaper ads as needed to inform the public of regular meetings, public hearings, volunteer opportunities, new programs, special events and program updates. Performs updates to the Land Bank website. Meets and works with the public by phone or in person in a pleasant professional and courteous manner despite occasional stressful or difficult situations. Produces letters, documents and forms as needed, provides proof reading and editorial support for outgoing correspondence, and produces ads, brochures and annual reports. Assembles and mails resource materials and invoices.*

*3. Assists in the management of Land Bank finances. Assists the Director in budget preparation, analysis, management and presentations. Processes and tracks Land Bank investments. Trains and directs the work of the Department Assistant to receive, code, and process department bills including contacting vendors and staff to assure proper payment.*
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and budget line and grant number coding, and submits to Auditor’s Office for payment. Works with Auditor’s Office staff and vendors to make adjustments and resolve questions or issues related to the bills. Oversees payroll preparation for Land Bank staff.

*4. Manages administrative reception, provides information to the public by phone, correspondence or in person. Educates and assists inquirers or directs them to the appropriate staff. Provides detailed information on Land Bank programs and preserves. Establishes and maintains effective working relationships with other county employees and cooperating agencies and organizations. Administers development and maintenance of Land Bank database and volunteer programs. Uses GIS for landowner information and mapping purposes. Ensures that introductory letter and brochure are mailed to all new property owners in county.

*5. Responsible for smooth administrative operations in the Land Bank office, including coordination of staff and staff meetings. Coordinates repairs and maintenance of office machinery and equipment and maintains inventory records on all equipment. Conducts regular computer back-ups and coordinates computer file management with the Director. Coordinates ordering of all office supplies, resource materials and office equipment. Coordinates facility needs and lease renewal with the landlord.

*6. Assists director with Land Bank Commission meetings and annual retreat preparation including preparing meeting notice ads, location arrangements, board packets, and agendas.

*7. Assists the director with processing of legal documents on property purchases with the Prosecuting Attorney, Auditor, BOCC and Escrow Agents; prepares baseline files following project closings.

*8. Coordinates public relations projects such as the Land Bank website and the county fair booth display and press releases. Coordinates production and presentation of photographic inventory of Land Bank properties for use in public displays at fairs and community events.

*9. Assists in the preparation and submission of grant proposals.

*10. Maintains strict confidentiality with landowner contacts and distinguishes confidential information from information that is subject to public disclosure under State law.

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

12. Performs other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requirements frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication as well as give written and oral instruction. Requires multi-tasking by concurrently addressing internal and external needs.

EQUIPMENT REQUIREMENTS:

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
<td>3</td>
<td>Daily x</td>
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<tr>
<td>Typewriter</td>
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<td>Weekly x</td>
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<td>Telephone / Fax</td>
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<td>Monthly x</td>
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<td>Calculator</td>
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**WORKING CONDITIONS:** Normal office situation. Occasionally requires driving.