

**City of
EDMONDS
Washington**

EXECUTIVE ASSISTANT- Confidential

Department:	Police	Pay Grade:	NR 7
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Chief of Police

POSITION PURPOSE: Under supervision of the Chief of Police, plans and performs technical administrative office coordination to assure smooth, timely and efficient office operations for the department; relieves supervisor of technical clerical and administrative duties having City-wide impact; researches, collects, analyzes and compiles data and information for inclusion in reports; maintains complex financial records, files and budgets related to departmental operations, programs and expenditures; provides daily supervision to part-time office staff; maintains confidentiality of sensitive information related to collective bargaining and other matters.

ESSENTIAL JOB 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.*

- Plans and performs technical administrative office coordination, processes departmental accounts payables and accounts receivables, processes grant invoices and payments; processes departmental payroll and relieves the supervisor of technical clerical and administrative duties having City-wide impact.
- Performs, tracks, submits, and maintains all department personnel changes and set-up, including initial processing of hiring, termination, retirement and promotional paperwork.
- Participates on budget development team; collects and analyzes complex budget and financial information for budget development and for labor negotiations; monitors current budget status reports.
- Conducts a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned department.
- Researches, analyzes and prepares recommendations or conclusions on assigned projects and assists with collection of data at the request of the supervisor.
- Composes, prepares and types a variety of correspondence, memos, reports, meeting minutes and other materials and proofread materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities and communications; assure efficient workflow and office operations.
- Develops new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis. Assists with implementation after securing approval.
- Prepares reports, minutes, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Researches, analyzes and prepares information on a variety of topics; coordinates efforts with City departments, government agencies and vendors.
- Provides information to the public and others as requested.

JOB DESCRIPTION

Executive Assistant Confidential

- Responds to public records requests, subpoenas and other legal requests for production of confidential records in compliance with law and in coordination with City Clerk and City Attorney.
- Attends a variety of meetings including staff meetings as assigned; participates on a variety of City committees as directed.
- Provides staff support and clerical and administrative assistance to boards and committees. Provides daily supervision and guidance to Administrative Assistant.
- Assists with collection of data, preparation of documents, taking of minutes, and maintenance of records during the collective bargaining process between the city and police union.
- Maintains confidentiality of sensitive departmental and other information; provides information and assistance to City staff as needed.
- Prepares and maintains various records and files; archive files and records as needed in compliance with the Washington State records retention schedule.
- Performs complex and varied clerical support to relieve the department head of administrative detail including answering telephones, and greeting visitors; provide information in person or on the telephone or refer to appropriate personnel; open, screen and route mail.
- Operates office machines including computers, copiers, calculators, typewriters and other equipment as assigned.
- Uses specialized software and recordkeeping systems for accounts payable and receivable, payroll, criminal justice records, and public disclosure.
- Performs other duties as assigned.

Required Knowledge of:

- City organization, procedures, federal and state laws.
- Administrative functions and operations of a City government.
- Research methods, data collection, and statistical analysis.
- Accurate, lawful, and efficient record-keeping techniques.
- Budget development, 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.
- Current office procedures, methods, and equipment including computers, 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 City-wide impact.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Budget monitoring and control.
- 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.

JOB DESCRIPTION
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- 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.
- Typing with acceptable speed and accuracy.
- Taking meeting minutes and transcribing from recordings or notes.
- Reading, interpreting, applying and explaining codes, contracts, rules, regulations, policies and procedures.

MINIMUM QUALIFICATIONS:

Education and Experience:

Two years of college-level training in Business, Office Management, or related field and four years of increasingly responsible executive assistant or administrative office support experience or any combination of education, training and experience.

Required Licenses or Certifications:

Valid Washington state Driver License

Must be able to pass a polygraph test and a complete background check

WORKING CONDITIONS:

Environment:

- Office environment
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Read and understand a variety of materials
- Operate/use a computer keyboard and other office equipment
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lift/carry or otherwise move or transport up to 20 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____