

City of Washington Job Description
Executive Administrative Assistant – Administration and Human Resources

Status: Full Time

FLSA Status: Non-exempt

Department: Administration and Human Resources

Immediate Supervisor: Human Resources Manager

General Purpose of Position

Provides executive-level administrative support to Administration and Human Resources staff.

Major Duties and Responsibilities (Essential Functions)

Provides administrative support to the Administration department

- Prepares, edits, and sends correspondence on various matters
- Assists in maintaining the filing and record keeping for City administration staff
- Assists in maintaining Administration Department appointment calendars and scheduling of city meeting rooms and public rooms and vehicles
- Coordinate the planning and execution of various city meetings, events, and functions
- Coordinate travel arrangements as needed
- Orders office materials and supplies as backup to other administrative staff
- Assists in opening, sort and distributes department mail in coordination with other administrative staff
- Prepares for committee meetings as directed, posts meeting notices in a timely manner
- Serve as backup to update City wide No-visit list and assist with solicitor badge requests and creation as needed
- Serve as backup to Schedule, create/send invitations, update attendee list for monthly luncheon with the mayor
- Serve as backup to Maintain holiday calendar in 3CX phone system to ensure holiday notices are up to date
- Compiles and creates invoices, Purchase Orders and other accounting documents

Provides administrative support to the Human Resources Manager

- Provides general administrative and clerical support for all aspects of Human Resources
- Distribute and collect employment-related materials to applicants during the recruitment process
- Schedules job-related testing appointments for new employees and post-accident incidents
- Compiles and enters new hire information into multiple pre-employment-related websites and HRIS systems
- Prepares new hire and existing employee's timecards and badges
- Assists to maintain and retain personnel files, and assures that files comply with federal, state, and local laws
- Provides administrative assistance during the annual benefits open enrollment process.
- Coordinate the planning and execution of employee events and functions
- Processes invoices, Purchase Orders and other accounting documents

Performs public relations in person and on the telephone

- Greets and directs residents, guests, and city staff to appropriate department, office, or meeting space.
- Answers phones, transferring calls to appropriate personnel or taking messages
- Provide phone numbers or other general city information as needed

Marginal Duties and Responsibilities

- Performs other duties as assigned
- Serves as backup to the Executive Administrative Assistant(Admin/EcDev)) in providing general administrative and clerical support to Administration and Economic Development departments

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, bend, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Required Education and Experience

High school diploma or its equivalent. Two to Three years of related office experience. A high level of discretion and confidentiality is required. Computer experience in Microsoft Office products. Experience should be in executive-level business administration or Human Resources.

Preferred Education and Experience

Three to Five years of related Executive level Administrative and Human Resources office experience

Licenses and Certifications

The person in this position must have a valid driver's license.
Notary Public.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of proper grammar and the use of English in speaking and writing
- Knowledge of computer operations and applications, including word processing and spreadsheets
- Knowledge of general office and filing practices and procedures
- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

Skills and Abilities

- Ability to prioritize daily work flow
- Ability to meet specified or required deadlines

- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Ability to maintain confidentiality
- Ability to use various types of office software, including word processing and spreadsheets

Supervision

None

Signature and Approval

Employee

Date

Department Director

Date

Human Resources

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.