

## **Administrative Assistant**

Duties and responsibilities include providing administrative support to the North Whidbey Pool, Park, and Recreation District Board of Commissioners and Director to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time-sensitive material. Ability to effectively communicate via phone, email, social media platforms, and the District website, ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and promptly. Rely on experience and judgment to plan and accomplish goals, and a wide degree of creativity and latitude is expected. There may be the ability to work from home with some office hours. This position typically works a regular shift, but there are times when other hours are required.

### **Primary Duties and Responsibilities**

- Follow established policies and procedures as outlined in the Employee Handbook.
- Attend Board of Commissioners' meetings and take minutes of those.
- Coordinate with Director for all external communications (to include, but not limited to, program/event announcements and job openings, etc).
- Coordinate with Director and/or Chairman of the Board of Commissioners for Board of Commissioners' communications/administrative issues. This includes, but is not limited to Board meeting announcements, Board meeting materials to the Board in sufficient advance of meetings, publishing written Board meeting minutes, loading of the recorded Board meetings to appropriate media.
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements, conference calls, rooms, taxis, couriers, hotels, etc.
- Submit and reconcile expense reports
- Provide information by answering questions and requests
- Take dictation
- Research and creates presentations
- Generate reports
- Handle multiple projects
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize training and travel arrangements for the Director
- Write letters and emails on behalf of the District Commissioner and Director
- Maintain computer and manual filing systems

- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings.
- Coordinate office procedures
- Reply to email, telephone, or face to face inquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Answer telephone calls and pass them on.
- Manage Director appointments.
- Work with Business Manager to coordinate repairs to office equipment
- Plan and implement Board of Commissioners' and District Director special events with little oversight.
- Manage, create, and upload marketing, meeting, and vacancy materials using programs like Canva website material and social media posting.

## **Education & Experience**

### **Minimum Qualifications:**

- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office, Adobe Acrobat, and Facebook
- Website management experience.
- High school diploma or equivalent; college degree preferred

### **Preferred Qualifications:**

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Working towards a college degree or college degree
- Proficient in website management.

- **Knowledge and Skills**

- Knowledge of special districts, municipal, or county operations.
- Knowledge of recreation management principles and techniques.
- Knowledge of recreation and special event management best practices.
- Knowledge of aquatic facility, program, and safety management techniques.
- Skilled in assessing and prioritizing multiples tasks and projects.
- Skilled in supervision, coordinating staff, and delegating tasks.
- Skilled in managing public relations and community programs.
- Skilled in providing friendly customer service at a level of standard.

Regular Part-time employment

North Whidbey Pool, Park, and Recreation District is an Equal Opportunity Employer.