



## Part-Time Administrative Specialist

City of Kenmore

### SUMMARY

Under the direction of the Community Development Director, this position provides a wide variety of administrative duties to support the department's work program. This position also performs clerk duties for the Planning Commission. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs administrative support duties.
- Responds to customer inquiries and conveys information about programs and services provided by the department and information about department projects. Refers difficult or sensitive matters to the Director.
- Prepares letters, reports, memoranda, and routine correspondence and forms as necessary.
- Performs clerk duties for the Planning Commission including: assembling and distribution of meeting materials; attending evening meetings; taking and preparing meeting minutes; taking roll for Commission actions; and operation of audio and visual equipment during meetings.
- Maintains and updates relevant department and project pages on the City's website.
- Manages public notice requirements for City projects including: preparation of notices including legal newspaper notices; preparing mailing and email distribution lists; posting notices on a project site as required; compiling and summarizing public comments.
- Primary contact to collect information to respond to public records requests or other citizen requests for information.
- Maintains and develops spreadsheets for project tracking and other purposes.
- Compiles information from existing resources for reports including grant administration.
- Receives, handles and stores confidential information pertaining to the department. Maintains confidentiality of private and sensitive information.
- Performs records management functions, including compliance with State archiving requirements.
- Assists with development of department budget proposals, maintaining communications with work teams on status and information needs. Maintains approved budgets, transaction records, and audit trails, including those for special projects, contracted services, and grant-funded activities.
- Assists with the administrative needs of other departments as needed.

- Assists with purchasing and other financial processes. Receives, verifies, and processes invoices for equipment, supplies and services purchased by the department.
- Provides administrative support for plans and contract preparation, requests for proposals/qualifications, bid preparation and processing, and contract administration. Obtains and processes necessary documentation for the execution of contracts, such as insurance certificates and prevailing wage documents. Supports all phases of a project, from design to project close out.
- Assists in the tracking and reporting of project/program budgets including invoice processing for consultant, construction, interlocal agreement, material and utility invoices.
- Maintaining and updating the City's website and other forms of public communication.

## QUALIFICATIONS

### Knowledge & Skills:

Requires knowledge of office practices, procedures and equipment, including filing systems, and letter and report writing. Requires a working knowledge of municipal services organization/structure. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, design, website content or other special applications used by the City. Requires sufficient math skills to perform financial record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relation skills to work productively and cooperatively with diverse teams and exercise patience when dealing with internal and external customers. Knowledge of and/or experience with contract management.

### Abilities:

Requires the ability to independently perform all the duties of the position and to exercise sound judgment and discretion in making decisions. Requires the ability to attend evening meetings. Requires the ability to accurately take and transcribe notes and/or meeting minutes. Requires the ability to prepare spreadsheets, graphs and charts. Requires the ability for organizing, managing and retaining records. Requires the ability to learn and understand codes, regulations policies and laws applicable to planning and project management. Requires the ability to communicate with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the City. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Requires the ability to function primarily indoors in an office environment. Requires sufficient ambulatory ability to move about the office and to off-site locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time. Requires the ability to occasionally lift objects weighing approximately 30 pounds.

**Education and Experience:**

The position typically requires a high school diploma or GED equivalent plus three years of administrative experience, preferably in municipal government or planning related.

**Licenses and Certificates**

- Requires a valid Washington State driver's license.

**ADDITIONAL INFORMATION**

- **Work Environment** – Work performed will primarily take place indoors in an office environment. Some work can be expected to be performed in the community alongside project partners.
- **Hours of Work** – City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position requires you to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.
- **Security Requirements** – The successful candidate must pass a post-offer, pre-hire criminal background check.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Community Development**

**FLSA: Non-Exempt**

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Revised: 2023