



City of Kenmore

Executive Assistant

SUMMARY

Performs executive office functions to support administration and City Council affairs. Serves as a representative of the City Manager's office. May assist with coordinating, schedules and facilitates preparation of City Council agendas. Supervises reception staff, and other administrative support staff. 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. 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

- Coordinates workload among reception and occasionally the administrative support staff.
- Provides administrative support to the City Manager and City Council, including correspondence, scheduling meetings, and making travel arrangements.
- Serves as liaison between the City Manager and Council members. Exercises discretion and judgment in disseminating information, explaining policies, regulations, and procedures, and responding on behalf of the City Manager to inquiries.
- Provides lead office support to the Manager's office, ensuring timely dispatch of calls and inquiries, internal and external communications, and all clerical support. Oversees, reviews, and/or prepares correspondence for signature. Initiates correspondence as the City Manager's representative.
- Takes requests from Council members, staff, and customers. Determines urgency of need and determines availability or checks with the City Manager. Follows-up to ensure the City Manager and Council have the necessary decision support materials/information.
- Performs secretarial, technical, and administrative support duties by applying learning from prior experience, in-depth knowledge of the special terminology of the Department, and a working knowledge of the functions and procedures of other departments.
- Responds to inquiries and conveys information about programs and services provided by the Department. Receives inquiries from customers and citizens in general, conveys policies and procedures, and refers difficult or sensitive matters to the Director.
- Assists in schedule planning and other business cycle processes. Forwards information to other departments.
- May assist with the maintenance of alphanumeric filing and information retrieval systems, and d. development of s intra-and-interdepartmental information flow processes, and help.
- Assists with purchasing and other financial processes. Processes invoices for equipment, supplies, and services purchased by the Department. May help initiate requests for line-item funds transfers.

- Assigns data gathering and administrative tasks to other administrative support staff assigned to the Department.
- Serves as a confidential assistant to the management team. In that capacity, records, compiles, and distributes minutes, and follow up lists.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Council-Manager form of government and Ethics and Rules of Procedure for elected officials.
- Office practices, procedures, and equipment, including filing systems, receptionist, and telephone techniques, and letter and report writing.
- Organization, policies, procedures, and routines associated with the assigned department.
- Working knowledge of personal computer- based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record-keeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Coordinate tasks among other administrative support staff.
- Independently perform all of all the duties of the position.
- Accurately take and transcribe notes and/or meeting minutes/recollections.
- Receive and properly control sensitive, confidential, and private information.
- Learn, interpret, explain, and apply knowledge of municipal government and Department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve the City Manager and City Council of a variety of administrative details.
- Prepare spreadsheets, graphs, and charts. Requires the ability to learn and enter, import, and export data to and from databases within a reasonable time frame.
- Plan, organize, and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with citizens.
- 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.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires an associate degree in a related field; and
- Four years' progressive secretarial experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Experience working in a Chief Executive's Office is preferred.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Add the following information as applicable to the position: [This position is eligible for a partial teleworking arrangement]. [This position is required 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].

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

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: Executive, City Manager

FLSA: Non-exempt

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