

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: PK728

Classification Specification: ADMINISTRATIVE ASSISTANT I

Salary Range: NR 23

Position Description: Administrative Assistant I

Incumbent: _____

Location: Parks and Recreation – Resource Center

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GENERAL PURPOSE:

Under the direction of the Parks Facility/Program Manager, perform a variety of responsible administrative duties in support of the Special Populations Resource Center; and process administrative details not requiring the immediate attention of the assigned supervisor.

Work is characterized by administrative and technical duties in support of the Resource Center's programs. Duties and responsibilities generally include, but are not limited to, coordinating communications for the division, tracking and reporting of performance measures, processing forms, records and reports, preparing and editing correspondences, reports and other materials, scheduling and recording meetings and conferences, arranging travel and lodging, training/leading other staff, assisting with special projects, ordering and maintaining supplies, and performing other technical duties as assigned. The incumbent also assists in the preparation of the operating and capital budgets; monitors expenses; and processes and maintains payroll for the section; ensures that cash receipting controls are followed and financial records are processed in a timely manner.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments, handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as administrative assistant relieving the supervisor of a variety of clerical, technical and administrative support duties; serve frequently as liaison between the supervisor and the public, management and other City employees.
- Process and maintain timesheets/payroll and personnel records for the facility, also

conduct temporary new hire orientations.

Process and reconcile credit card, check and cash payments and process daily deposits for armored car pick up.

Issue purchase orders, collect receipts, follow up on new vendors, track payments, trouble shoot invoices and payment questions. Prepare purchase orders bi-monthly, assigning budget numbers and vendor information.

Maintain the petty cash fund by processing requests for reimbursement of incidental expenses.

Provide backup support in the registration and withdrawal of participants for all parks programs utilizing the automated CLASS registration system, including backup cashiering.

Provide backup support in entering all Youth/Teen and Specialized Recreation programs into the CLASS system for downloading to the quarterly brochure and web page. May assist facility staff in use of CLASS registration system, and related financial elements.

Train and lead other staff as assigned, coordinate work flow to assure timely, accurate and efficient office support.

Assist in the preparation of the division budget; verify the accuracy of budget information; monitor budget expenditures; track and report statistics pertaining to the division performance measures.

Process program scholarships by journal entry; run quarterly reports for the Becker Memorial Scholarships and send accounting to respective donors.

Answer telephones; answer caller's questions, relay messages, respond to requests, resolve problems, explain City policies and procedures, and refer calls to others as appropriate.

Collect and compile statistical data on various subjects and other information for inclusion into special and periodic reports; prepare special reports as necessary; research and analyze information and establish appropriate report formats; prepare Committee agenda items and back-up materials as required; track First Aid and CPR status for all staff.

Assist in developing procedures to expedite transmittal of information or facilitate implementation of division services.

Assemble staff input regarding special and periodic reports; prepare and assemble agenda materials; review and proof documents, records and forms for accuracy,

completeness and conformance to applicable rules and regulations.

Prepare a variety of correspondences, memoranda, minutes, reports and other material; edit and proof correspondence, reports, flyers and brochures for the Resource Center; arrange and schedule a variety of meetings, conferences and travel.

Represent the Resource Center on several citywide committees as assigned. Prepare minutes from the meetings and keep staff informed.

Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of department functions and programs.

Open, read and route mail; note important sections of mail for the attention of supervisor, prepare preliminary responses to correspondence for supervisor approval; request, follow-up and verify same.

Establish and maintain complex, inter-related filing systems.

Schedule facility rentals, confirm usage, and process damage deposit refunds; schedule van usage; and process building work orders.

Prepare and process bulk mailings.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal organization, operations, policies and objectives
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Automated registration software programs
- Specialized recreational needs of the community, community organizations and resources
- Basic budgeting procedures including preparation, monitoring, transfers and reporting
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Basic bookkeeping and accounting principles, practices and procedures

- Technical aspects of field of specialty
- Record-keeping techniques
- Basic administrative research methods and practices
- Telephone techniques and etiquette

SKILLED IN:

- Demonstrating effective interpersonal skills using tact, patience and courtesy
- Using proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons
- Processing purchase orders, payroll and related records
- Composing and editing correspondence and reports
- Assembling diverse data and preparing reports
- Applying the modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs to assigned tasks
- Maintaining inter-related files and records
- Understanding and following oral and written directions

ABILITY TO:

- Perform clerical and administrative duties and relieve the supervisor of administrative details
- Compose, proofread and edit general and special correspondence and reports including letters, memoranda, management reports, etc.
- Establish and maintain effective and cooperative working relationships with others
- Assist in the preparation and monitoring of the division budgeting
- Plan and organize work to meet schedules and timelines
- Work confidentially with discretion; maintain records and files
- Analyze situations accurately and adopt an effective course of action
- Work independently with minimum direction
- Read and comprehend business correspondence, policies and procedures
- Add, subtract, multiply, and divide quickly and accurately
- Compute rate, ratio, and percent and to draw and interpret bar graphs
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Operate a variety of office equipment including personal computer as required

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by two (2) years college level course work or training in public or business administration or a related field; and

Experience: Two (2) years of increasingly responsible administrative support experience

Or: In place of the above requirements, the incumbent may have any equivalent combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Washington State Driver's License
- Valid First Aid/CPR Card or the ability to obtain within six (6) months.
- Subject to a Washington State Patrol background inquiry pursuant to RCW 43.43.832.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printer, telephone, fax machine, copy machine, calculator, VISA machine and cash register.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. Frequently is required to reach with hands and arms. Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor office environment subjected to multiple interruptions by walk-in citizens, employees, telephone calls and interoffice activities. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile requiring conflict management skills. The noise level in the work environment is usually moderate.

SIGNATURES:

Incumbent's Signature Date

Supervisor's Signature Date

Approval:

Director/Designee's Signature Date

Employee Services Director Date

** Note: This document will be reviewed and updated yearly at time of employee performance appraisal; when position becomes vacant; or, if position's duties are changed significantly.