



ADMINISTRATIVE ASSISTANT TO THE COUNTY MANAGER JOB DESCRIPTION

Job Title: **Administrative Assistant to the County Manager**

Pay Grade: **Casual**

FLSA: **Exempt**

Job Code: **CMA110C**

Effective Date: April 2021

Revision Date: March 2023

NATURE OF WORK

Under general direction, provides administrative and technical support to the County Manager; serves as Office Manager for the Board of County Commissioners; serves as Clerk of the Chehalis River Basin and Cowlitz River Basin Flood Control Zone Districts and supervises the BOCC personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as Executive Assistant and provides highly complex and confidential management support to the County Manager.
- Serves as liaison to elected officials, directors, management personnel, staff, public agencies, and the general public on behalf of the County Manager.
- Coordinates and schedules meetings with elected officials, department heads, staff, outside agencies, and citizens; maintaining the County Manager's email and calendar.
- Responsible for implementing office policies and procedures.
- Tracking of tasks assigned by the County Manager to Departments under the Board.
- Serves as the Chehalis River Basin Flood Control Zone District's (FCZD) Public Disclosure Officer; receives, processes, and maintains all public disclosure requests filed with the district; duplicates records including CD's, copies, and/or other recordings on file.
- Actively participates in the Chehalis and Cowlitz flood district meetings; establishes and maintains records of meeting proceedings, actions taken, and any follow-up items including preparing and distribution of minutes..
- Works with consultant to maintain the Chehalis River Basin FCZD website and Facebook account.
- Maintains FCZD compliance of the OPMA laws, bid laws, and any other RCW & WAC's.
- Prepares resolutions as action items for the Chehalis River Basin Flood Control Zone District agenda; drafts press releases.
- Administrative help to assigned committees and boards such as the Lewis County Salary Commission and the Chehalis River Basin Flood Control Zone District Advisory Committee.
- Hires, trains, supervises, and evaluates the performance of BOCC personnel; prepares payroll and tracks staff annual leave accruals.
- Maintains Directors' personnel files and tracks Directors' leave.
- Responsible for the preparation of the Chehalis River Basin FCZD Annual Financial Reporting.
- Conducts accounting activities, financial reporting, budget forecasting, contract procurement and preparation, develops RFP's for the flood district and county as assigned by the County Manager.
- Administers the human resources functions for BOCC office personnel; directs departmental recruiting

activities; prepares recruiting advertisements; receives, processes, and screens employment applications; coordinates job interviews; notifies applicants of job status.

- Develops and administers annual budgets for assigned funds; monitors revenue and expenditure; determines the need for quarterly budget amendments.
- Attends all flood meetings requiring permanent record; creates records of proceedings for meetings, hearings, workshops, and special meetings; prepares minutes for those meetings.
- Publishes legal notices for the flood district; tracks resolutions and legal notices.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Associate's Degree in Public Administration, Business Administration, or a closely related field; AND five (5) years' experience in administrative operations experience; and two (2) years' experience supervising

A Notary Public License and a valid Driver's License are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies, procedures, ordinances, and resolutions.
- Requirements from State Auditor's Office
- Open Public Meetings Act and Public Records Act.
- Supervisory principles, practices, and methods.
- Regulations governing legal publication, public disclosure, and public bidding activities.
- WAC and RCW rules governing County operations.
- Departmental records, reports, and documentation.
- Records management principles and standards.
- Principles and practices of accounting and budgeting.
- General office equipment and standard computer software applications.

Skills in:

- Executive level assistance to appointed and elected officials.
- Managing and coordinating the day-to-day administrative operations.
- Supervising, leading, and delegating tasks and authority.
- Preparing correspondence, agenda items, meeting minutes, and legal notices.
- Coordinating the publication of meeting minutes and legal notices.
- Maintaining executive calendars, coordinating meetings, and booking travel arrangements.
- Performing a variety of accounts payable/receivable and payroll functions.
- Establishing and maintaining effective working relationships with outside agencies and County officials, departments, and personnel.
- Communicating effectively verbally and in writing.