ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

LEWIS COUNTY — *est. 1845 —*

Job Title: **Administrative Assistant (Part-Time)**	
Dept./Division: **Emergency Management**	Job Class Code: **1032**
Pay Grade: **117**	PCN: **1032001**
FLSA: **Non-Exempt**	Effective Date: **September 2025**
Representation Status: **Non-Represented**	Revision Date: **September 2025**
Reports To: **Emergency Management Deputy Director**	

NATURE OF WORK

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned management and/or other departmental personnel; and performs other related duties as assigned. Provides staff support during emergency activations, incidents, training, and exercises within the Emergency Operations Center and other operational environments.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Answers, screens, and directs incoming calls; responds to public inquiries and requests for information; records, logs, and files public disclosure requests.
- Maintains departmental calendars; schedules and coordinates meetings, appointments, luncheons, award ceremonies, social events, and/or other types of functions; organizes and books travel arrangements.
- Prepares and/or drafts correspondence, news releases, statements, resolutions, contracts, reports, forms, electronic newsletters, social media postings, rosters, and/or other departmental documentation.
- Attends and participates in administrative briefings and/or other assigned meetings; records and transcribes meeting minutes.
- Updates and maintains departmental records, personnel files, policy manuals, and filing systems; purges archived records in accordance with established retention guidelines.
- Performs a variety of accounts payable and receivable functions; prepares payroll for area of assignment.
- Participates in administering assigned departmental grants and/or contracts; compiles data and submits related reports in accordance with reporting requirements.
- Monitors and maintains office supply inventories.
- Coordinates and conducts special projects as assigned.
- Maintains and updates emergency contact information with partnering agencies and jurisdictions.

- Assists in maintaining the Emergency Operations Center accessibility and availability for disaster readiness.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is primarily performed in an office setting with standard equipment such as computers, phones, and filing systems. The role involves prolonged periods of sitting, frequent use of computers and communication devices, and occasional lifting of files or supplies up to 25 pounds. During emergency activations or large-scale events, the Administrative Assistant may be required to work extended or irregular hours, including evenings, weekends, and holidays, in a fast-paced and high-stress environment where priorities can shift rapidly.

QUALIFICATIONS:

REQUIRED: Associate's degree in Public Administration, Emergency Management, Business Administration, or a related field; OR equivalent combination of education and administrative/office experience. Must possess and maintain a valid Washington State Driver's License.

PREFERRED: Bachelor's degree in Public Administration, Emergency Management, Business Administration, or a related field.

Successful certification of the following FEMA Independent Study Courses will be required within 120 days of hire:
- IS-100: Introduction to Incident Command System
- IS-200: Basic Incident Command
- IS-700: National Incident Management System (NIMS)
- IS-800: National Response Framework (NRF)
- IS-230: Fundamentals of Emergency Management
- IS-2200: Basic Emergency Operations Center Functions

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):
Knowledge of:

- Departmental operations relative to area of assignment.

- General office practices and equipment.

- Standard computer software applications.

- Basic accounting principles.

- Records management principles and standards.

Skills in:

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

- Comfortable using databases, spreadsheets, and online collaboration tools.

- Experience with social media platforms or website content management is helpful.

- Coordinating and conducting a variety of skilled administrative support functions.

- Preparing and maintaining correspondence, reports, and other types of documentation.
- Scheduling and organizing meetings, appointments, social functions, and other departmental events.
- Assisting in administering grants/contracts and performing general accounting duties.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.

Ability to:
- Learn and follow County policies and procedures.
- Knowledge of basic office procedures and records management.
- Ability to learn emergency management processes, terminology, and protocols.
- Strong written and verbal communication skills.
- Ability to prioritize tasks and work independently in a fast-paced environment.
- Detail-oriented with strong organizational skills.
- Ability to maintain confidentiality with sensitive information.

Behaviors:
- Regular, reliable attendance.
- Flexible and able to adapt to changing priorities, especially during incidents.
- Calm under pressure with good problem-solving skills.
- Team-oriented, reliable, and professional demeanor.

As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature   Date