



## **Job Description**

**Job Title: Administrative Assistant**  
**Division: Administration**

**Classification: 3**  
**Status: Full Time Non-Exempt**

### **General Summary:**

This position is the primary back-up for the receptionist desk, including phones and walk-in traffic, and back-up for both Accounts Payable and Utility Billing. This employee is also responsible for Grant research and applications, contracts administration, Board meeting minutes & resolutions and helps administer the District's Cross Connection Control Program.

### **Reporting Relationships:**

This position reports to the Office Manager. In the absence of the Office Manager, the Administrative Assistant will report to the General Manager.

### **Authority:**

The Administrative Assistant is delegated sufficient authority to make decisions and take action to satisfy the responsibilities of this position. This includes accountability for both actions taken, and actions not taken.

### **Essential Duties and Responsibilities:**

- Ensure the District's Records Retention Program complies with all State and Federal Requirements.
- Coordinate with the District's Cross Connection Control Specialist to maintain the District's backflow device database, including testing requirements.
- Research, apply, monitor and has oversight for Grants needed by the District.
- Assist the Operations Manager with Small contract management, including bid compilation, contract execution, contract tracking and contract closeout.
- Create Permits for new water & sewer service as needed.
- Update and maintain the delinquent accounts list, including interest owed.
- Perform Accounts Payable duties in accordance with District policies and procedures.
- Perform Utility Billing duties in accordance with District policies and procedures.
- Research products for purchase, i.e., office equipment, cameras, etc.
- Perform receptionist duties as necessary.
- Assist with answering phones in a professional courteous manner.
- Accept payments for utility bills, permits, connection charges and invoices as needed.
- Attend Board meetings and draft meeting minutes.
- Assist office staff with general organization and filing.
- All other tasks assigned by the Office Manager and/or General Manager.

**Measure of Performance:**

- Ability to build customer confidence in the District with professionalism, knowledge and courtesy.
- Ability to provide backup support to other employees in their absence.
- Ability to procure items for the District as directed, ensuring competitive pricing and that appropriate authorizations are secured prior to purchasing.
- Ability to assist office staff as needed in general duties.
- Ability to be flexible and shift duties and schedules as necessary and/or as directed by management.

**MINIMUM QUALIFICATIONS REQUIRED:****Knowledge of:**

- Customer service skills and telephone etiquette
- Grammar, Spelling and Punctuation
- Basic Math
- Use of computers and related software applications.

**Skill in:**

- Ability to represent the District professionally over the phone and in face-to-face discussion.
- Understanding of grant writing and procuring processes
- Understanding of general construction and general service contract execution processes
- Cash handling and reconciliation.
- Explaining District policies and procedures.
- Attention to detail.
- Ability to multi-task, manage competing workload priorities and meeting established deadlines.
- Ability to perform mathematical calculations accurately and with reasonable speed.
- Operating a variety of office equipment, including the use of a 10-key calculator, a multi-line phone system and various computer software; including MS Office.
- Communication and interpersonal skills as applied to interactions with co-workers, supervisors and the general public, sufficient to exchange or convey information and to receive work direction.

**Minimum Experience/Education:**

Requires high school diploma or GED. Office support or customer service experience required. CPR Certification or the ability to obtain such within the first six months of employment. Must have a valid Washington State Driver's License.

**Physical Requirements:**

Sedentary work involves sitting most of the time and prolonged use of the computer. This job typically requires sitting, balancing, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, and seeing. The employee may be required to push, pull, lift, and/or carry up to 25 pounds. Ability to drive to the bank and post office as needed.

**Work Environment:**

Duties are performed in an office environment and include sitting for long periods of time, utilizing standard office equipment and personal computers. The noise level in the work environment is usually moderately quiet. May be exposed to upset customers. In the event of an emergency or natural disaster may be subject to recall after normal work hours.

**Acknowledgement:**

I have read and understand this position guide and believe it to be accurate and complete. I also understand that management retains the right to change this position guide at any time.

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Administrative Assistant

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Date

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Office Manager

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Date

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General Manager

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Date