

## Clerk of the Board/Executive Assistant/Public Records Management

Reports to: President/CEO

Department: Executive Offices

Classification: Clerk of the Board/Executive Assistant/Records Manager

Date: 10/05/15

### JOB FUNCTION:

Under the direction of President/CEO, performs highly responsible, confidential, complex clerical administrative support functions of broad scope and significant for the Executive Offices including note taking, minutes preparation, meeting agenda packet preparation and distribution; routine Human Resources and office operational functions/tasks; public records management; other tasks as assigned. Must be able to attend regular early morning meetings and occasional evening Board meetings.

### ESSENTIAL FUNCTIONS:

Researches current and new developments affecting assigned programs, evaluates potential impact, coordinates compliance, and develops written policies as necessary.

Manages and coordinates the daily operations of the Records Information Management (RIM) program by developing records retention schedules and consulting with staff to manage active and inactive records.

Conducts technical research and management analysis and prepares detailed reports and recommendations on issues concerning the functions and operations of assigned programs and various confidential issues.

Recommends, develops, and writes policies and procedures for assigned division and programs.

Responds to inquiries on program policy and procedural matters as appropriate.

Composes and types letters, memos, correspondence and reports; including sensitive and confidential information; composes correspondence independently; reference policies, rules and regulations. Maintains tracking systems for incoming and outgoing correspondence, schedules and other specialized materials related to assigned function.

Greets visitors to the office, answers phones, provides information and directs appropriate staff; maintains appointment, meetings and conference calendars while prioritizing in accordance with President/CEO and Board of Directors directions.

Projects office needs for budget preparation; gather data and assist in compiling budget documents; maintain financial records and files pertaining to office expenditures and operations.

May participate on committees, work groups and other project teams as assigned.

Routine Human Resources and office operational functions/tasks.

Public Records Management and records requests.

### KNOWLEDGE (position requirements at entry):

- General municipal operations and structure;
- Principles, practices, procedures and theories related to the field;
- Research methods, report writing, group and meeting facilitation techniques, and the organization and presentation of oral reports;
- Federal, state and local laws; policies and regulations pertaining to the assigned programs;
- Office administration, practices and procedures;
- English usage, spelling, grammar and punctuation;
- Business letter writing;
- Budgeting principles and processes; and
- Project monitoring techniques.

**SKILLS (position requirements at entry):**

- Operating personal computers and utilizing computer applications and software;
- Guiding, directing and motivating employees;
- Making and implementing sound decisions and exercising judgment in solving complex problems;
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives;
- Working effectively on several projects concurrently;
- Establishing and maintaining effective working relationships with City officials, stakeholders, SSRTA employees, and the general public; and
- Communicating effectively, both orally and in writing.

**TRAINING, EXPERIENCE AND LICENSING REQUIREMENTS (Position requirements at entry):**

Bachelor's degree in Public Administration or a related field and four years of related experience or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Experience with comprehensive records and database management is preferred. Certification in public records by Washington Association of Public Records Officers (WAPRO) or equivalent records information management certification, or ability to obtain within two (2) years of employment. Certified Municipal Clerk designation is a plus.

Notary Public or ability to obtain within 4 months.

A valid State of Washington driver's license.

**PHYSICAL ACTIVITY/REQUIREMENTS:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, mobility, fingering, grasping, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Position may require greater periods of walking and/or standing or greater exertion in moving objects.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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