



Peninsula Metropolitan Park District

10123-78th Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

PENMET PARKS Administrative Assistant

Salary: Depends on Qualifications

Bargaining Unit: Non-Represented

Length of Position: Full Time **Deadline: September 20th**

Position Purpose

Plan and perform administrative assistance to the Executive Director, administrative office coordination, computer software asset management, computer hardware asset management, and coordination of computer information technology services to assure smooth, timely and efficient office and network operations for the Park District.

Essential Responsibilities

- Public Records Officer for District: records management, public records, request fulfillments
- Organizes and coordinates office functions, activities and communications with staff as well as citizens, community businesses and outside organizations.
- Visitor Services: Interacts with visitors in person and on the phone; makes referrals and obtains routine information.
- Assists the public by providing information or referring to proper departmental staff.
- Works cooperatively with the City of Gig Harbor, Pierce County, the Park District, and other agencies or private organizations in obtaining information.
- Assists in maintenance of filing and record keeping.
- Composes, prepares and types a variety of correspondence, memos, reports, and other materials.
- Coordinates and schedules meetings and travel details, planning workshops, and events for the Executive Director as assigned.
- Assists the Executive Director with data entry, clerical, and administrative duties.
- Manages and prepares the annual budget for Executive Department accounts as assigned.
- Assists the Finance Department with the preparation and printing of the preliminary and final annual budget documents and resolutions.
- Responds to public and staff via telephone, fax, in-person, or electronic mail; coordinates timely responses to citizen complaints and concerns.
- Assembles monthly District Commission meeting packets, including copying, collating, faxing, and/or electronic mailing as appropriate;

schedules and sets up rooms for District Commission meetings; and assures proper public noticing of Commission meetings.

- Opens, categorizes, prioritizes and distributes mail to appropriate personnel.
- Provides support and administrative assistance as assigned; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Provides assistance to staff in the preparation of departmental purchase orders
- Manages and completes all public records requests according to RCW 42.56
- Coordinates with Parks & Facilities Manager and schedules park host volunteers to host at various park sites.

Peripheral Responsibilities

- Works cooperatively with organizations, individuals, and maintains database of volunteer time and information.
- Attends staff and other meetings as required.
- Performs other duties as assigned.

Skills and Abilities

- Knowledge of computer skills in spreadsheet and word processing applications, especially in the Windows environment, including MS Word, Excel, Access, Publisher, calendar and scheduling systems.
- Advanced knowledge of office procedures and general office and computer equipment and software.
- Communicate clearly and concisely, both orally and in writing.
- Plan and perform administrative office coordination duties.
- Maintain confidences and routinely handle sensitive materials.
- Establish and maintain effective working relationships.
- Prioritize tasks, elicit cooperation and resolve conflicts.
- Anticipate and solve administrative and operational problems.
- Set priorities, meet deadlines and manage multiple projects.
- Make recommendations on changes in approach, concepts, and the design of solutions as a member of a team.
- Make routine mathematical computations and tabulations accurately and with reasonable speed.
- Tactful, diplomatic, and courteous with the public.
- Type at least 50 words per minute from clear copy.
- Plan and perform administrative office coordination duties.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of office administration practices, concepts, and automation applications:

- Written business communication and report writing techniques;
- Park rules and regulations, directives and procedures;
- District services and operations;
- Research and analytical techniques;
- Personnel policies and practices; and
- Purchasing/requisition policies and guidelines.

Minimum Qualifications

Two years college-level work and a minimum of five years of increasingly responsible work experience in an administrative capacity, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job; advanced computer literacy in spreadsheet and word processing applications required; excellent written and oral communication skills, with ability to use independent and discretionary judgment, maintain confidential information, work independently with multiple assignments, and work effectively with all levels within the organization and with the public.

Working Conditions

Work is performed in an office environment. Prolonged periods of time may be spent sitting and working on computers, using telephones, and other electronic and mechanical office equipment.

To apply

Submit Cover Letter and Resume to:
 Elaine Sorensen
 Finance and HR Manager
 esorensen@penmetparks.org

Also may be hand delivered at the PenMet Parks office located at:

10123 78th Ave NW, Gig Harbor, WA, 98332.

Closing Date: September 20th 2019

Selection Guidelines

Could include: formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, background check, as well as examination of current driver's abstract.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to logical assignment to the position.

PenMet Parks is an Equal Opportunity Employer.

PenMet Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or

expression, sexual orientation, national origin, genetics, disability, age, or veteran status.