

Position Title	Administrative Services Manager		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	MP1	Revised	May 2022

General Purpose

With supervision and oversight from the Executive Director, this position performs a variety of administrative services for the Board of Trustees, the Executive Director, and the Leadership Team.

Illustrative Examples of Duties and Responsibilities

Serves as confidential assistant to the Board of Trustees, the Executive Director, and the Leadership Team; maintains confidentiality of all privileged and/or sensitive information; takes minutes and prepares permanent, binding record of Board meetings; conducts follow up on board actions as necessary; composes letters and memoranda; writes/edits reports and other correspondence as necessary.

Serves as the District's public records officer and develops, manages, and executes procedures to ensure the district's compliance with the Washington State Public Records Act.

Performs administrative functions, such as gathering data, preparing correspondence, memoranda and reports. Proofreads and edits drafts of proposed policies and procedures; edits, assembles and distributes the materials packet for the monthly Board of Trustees' meetings.

Serves as the District's point of contact with government agencies and other entities. Ensures approved Board resolutions are filed with the appropriate agency in a timely manner.

Organizes and maintains the District's central file system; performs archiving and records retention activities using the Washington State Records Retention Schedule; maintains files of current District policies and procedures, Board of Trustees' actions, and meeting background materials.

Maintains accuracy of information posted on the District's website and the staff Intranet for Administrative and Board of Trustees sections; including policies and procedures; ensures updates are posted as needed.

Coordinates schedules for the Executive Director and Board of Trustees meetings; assists with meeting arrangements; may coordinate travel and conference arrangements for the Board of Trustees, the Executive Director and the Leadership Team.

Serves as the building manager for the District's administrative offices.

Serves as notary public for District business.

May provide administrative support and/or project management support for assigned District projects.

May provide direct customer service at the District's administrative offices.

May enforce the District's Code of Conduct policy.

May clean and disinfect work and common areas.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the 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.

Supervision

Reports to	Executive Director Directed by Executive Director, Board of Trustees, Leadership Team
Supervises	N/A

Minimum Qualifications

The ideal candidate will have five years progressively responsible administrative support experience, including two years at the executive level and experience working with a governing board.

The District may accept an equivalent combination of education and experience in lieu of the above.

Necessary Knowledge, Skills & Abilities

Knowledge of	Office procedures, methods and equipment
	Parliamentary procedure as it relates to Board of Trustees' meetings
	Washington State records retention rules
	Washington State Public Records & Open Public Meetings Acts
Skill in	Use of Microsoft Office and other software applications
	Use of Adobe Acrobat
Ability to	Maintain Washington state notary public license
	Handle multiple project assignments and meet deadlines
	Organize and maintain records and files
	Gather and analyze data and prepare reports, memoranda and other correspondence; accurately proofread written materials
	Establish and maintain effective working relationships with other employees, public and private officials, Executive Director, Board of Trustees and the public
	Establish and maintain effective working relationships in a team environment;
	Consistently demonstrate effective customer service behavior(s)
	Interact in a professional and respectful manner with District staff and the public
	Maintain confidentiality
	Use initiative, problem-solving skills, and sound judgment
	Work quickly and accurately; follow directions; meet deadlines
Communicate effectively with staff and others, both orally and in writing	

Work Environment

Work is performed primarily in an office. The noise level is usually quiet. Work may be performed outdoors and exposure to extreme weather conditions may occur

Remote Work

Eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to sit, stand, bend, reach, push, pull, lift or carry, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

Background check required, per policy
Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes
Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences
Washington State notary public license (must provide proof of active license or application within 30 days of employment)

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.