**ADMINISTRATIVE ASSISTANT**

**Salary:** $20.71 - $21.97/hr  
**Opens:** June 20, 2016  
**Closes:** July 6, 2016 4:00 pm

**Location**

Edmonds, Washington, population 40,000, is the third most populous city in Snohomish County. Located 15 miles north of Seattle, Edmonds offers visitors a seaside ambiance and residents an appealing, small-town quality of life. Established as a logging camp over 100 years ago, Edmonds is now home to a marina and fishing pier, a senior center, and numerous beaches, parks, shops and restaurants. Other amenities include a well-respected school district, comprehensive healthcare through a regional hospital and associated services, churches, and a growing community college.

Edmonds is known regionally as an active arts community. Year-round festivals and events showcase the community’s sense of pride and involvement.

**About the Port**

The Port of Edmonds boat marina was originally constructed in 1962 and provides the only public boating access in the highly populated 30-mile stretch between Seattle's Shilshole Bay and the Port of Everett. In 1998 the marina was reconstructed after suffering catastrophic damage from a snow storm. The marina provides covered and uncovered wet moorage for up to 665 boats, up to 74 feet. The Port has operated a dry stack storage facility since 1996 and our current facility, built in 2001, has the capacity to store up to 280 boats, up to 32 feet. In 2006 the Port of Edmonds acquired the buildings in the Harbor Square business complex and we provide commercial office space for many local businesses. The Port is governed by a five-member board of Commissioners. The Commissioners are elected by the voters of the Port District for four year terms.

**It is the mission of the Port of Edmonds to:**

- Operate the Port on behalf of the residents of the Port District.
- Be a responsible financial steward.
- Be a responsible environmental steward.
- Provide and/or foster quality services and facilities for tenants and the boating community.
- Play a leadership role in ensuring that the waterfront is a vibrant, active centerpiece for the Edmonds and Woodway communities.
- Provide opportunities in economic development areas for which the Port is appropriately qualified.
- Communicate openly, frequently, and consistently with the Port District residents and tenants.
Job Overview

The Port of Edmonds is looking for a qualified individual to provide a wide range of administrative tasks and clerical support to the Executive Director, Commission, Finance/Accounting and Operations offices.

Principal Responsibilities

- Provide administrative support to the Executive Director, Department Managers and Port Commission by performing a wide variety of administrative duties to include: coordination and completion of correspondence, reports, contracts, screening of mail and emails, scheduling of appointments and meetings, maintaining administration files, contract files, project files, suspense file, and special projects.
- Coordinate development of commission packet to include: advertising announcements, assembly of packet, distribution of agendas and minutes, maintain related documentation for historical purposes.
- Provide support to the Finance/Accounting staff with daily tasks included with the processing of payroll, accounts receivable, accounts payable and data entry.
- Perform receptionist duties including, but not limited to, operating a multi-line telephone console to receive, screen, and direct calls from both internal and external callers.
- Receive and distribute incoming and outgoing mail, and handle distribution of direct mailing projects.
- Monitor office supply inventory and replenish items as necessary.
- Schedule staff and Commission attendance at conferences and seminars to include scheduling of necessary travel arrangements.
- Manage advertising program for all marina publications, projecting cost and review expenditures.
- Provide front counter customer support to include, greeting of visitors, accepting moorage payments, assisting Port vendors and commercial vendors, distribution of commercial vendor master keys and parking permits, answering general questions regarding the Port, direction of other requests and problems to appropriate personnel.
- Perform research and prepare copies for legal and/or public disclosure documents as requested.
- Serve as Custodian of Petty Cash to include distribution of funds and monthly reconciliation of receipts.
- Serve on committees as needed and coordinate various program details.
- Perform other related duties as required.

Experience, Knowledge, Skills, Abilities

- Knowledge of computer applications to include Word, Excel and email.
- Knowledge of accounts receivable and accounts payable.
• Handle confidential information which would have immediate negative impact on the Port operations, performance, or value if shared beyond its intended audience. Demonstrate ability and temperament to work with sensitive information.
• Flexibility, excellent interpersonal skills, ability to work well with all levels of management, staff, and Port Commission as well as outside clients and vendors with a highly professional demeanor.
• Demonstrate time management skills.
• Knowledge of principles and practices of organization, planning, records management, research and general administration.
• Typing – 55wpm, 10 key, working knowledge of general office equipment.

Education, Training and Certification

A minimum of a high school diploma or equivalent is required. Advanced education beyond high school is desirable.

Work Environment / Physical Demands

• Required to sit and/or stand for extended periods of time.
• Required to work at a computer for extended periods of time.
• Required hearing and speaking to exchange information.
• Required to lift, push or, pull objects weighing 25 pounds or less. Able to bend at the waist, reach overhead, above shoulders and horizontally.
• Required to work in a typical office environment.
• Required to work in areas of high customer interaction
• Dexterity of hands, and fingers to operate a variety of office equipment including computers, printers, copiers, faxes, cash drawers, filing cabinets etc.

Mandatory Experience:

• Working knowledge of Word, Excel and e-mails programs.
• Three years office administration experience.
• One year experience working with senior management personnel.
• Three years customer service experience.

Desirable Experience:

• Computer application courses
• AA degree or equivalent work experience.
Employee Benefits

The Port of Edmonds offers a competitive and comprehensive benefits package which includes:

- Competitive salary
- Medical, dental, vision and prescription insurance
- Life insurance
- Long term disability insurance
- State retirement benefits
- Flexible benefits plan
- Deferred compensation plans
- Health and wellness benefit
- Vacation and sick leave
- Paid holidays
- Training and education reimbursement plans

How to Apply

To apply for this position please submit the following by mail, fax, or email:

- Cover letter
- Completed Port of Edmonds application form

*Application packets that do not have all of the requested documents will not be considered.*

Mail: Port of Edmonds
     Attn: Administrative Assistant Position
     336 Admiral Way
     Edmonds, WA  98020

Fax: (425) 774-7837

E-mail: info@portofedmonds.org

Applicants deemed to be of interest to the Port will be contacted for further information or to set up an interview for this position. Please be patient, we expect the recruitment process to take a couple of weeks to complete.

The Port of Edmonds is an equal opportunity employer. Background investigation and reference checks will be performed by the Port or an outside agency.