



An invitation to apply for the position of
Staff / Administrative Assistant—Office of the Mayor
\$35,537.76 to \$43,388.64 Annually

Plus excellent benefits
 Application Deadline: January 16, 2015

Spokane, Washington
 Near Nature, Near Perfect

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

Nature of Work:

Serves as first point of contact for the Office of the Mayor, performs general clerical work which requires the application of independent judgment based on comprehensive knowledge of city government, and administrative procedures. Most work is subject to checks and controls; but if not detected, errors could result in embarrassment to the City. Employee has regular contact with dignitaries, community leaders, citizens and City employees and therefore must be able to obtain or supply accurate information. Much of the information the employee has access to may be highly confidential information that cannot be discussed. Duties are sedentary in nature, performed under normal working conditions, and require normal attention to prevent errors.

Supervision:

Under the direction of the Director – Office of the Mayor, general objectives are established and employee is required to select own method of procedure. Work is subject to evaluation on the basis of results obtained.

Essential Job Functions:

- Answers incoming calls efficiently and professionally, responding to each caller, taking messages, assisting with questions and making referrals for proper handling. Has regular contact with City departments, other governmental agencies, businesses, civic organizations and leaders, media and citizens in the course of City business.
- Assists with visitors as needed, routing them to the appropriate person as circumstances warrant.
- Reads, screens and logs incoming postal mail, electronic mail, and various requests; determines action required and handles as necessary or routes as appropriate.
- Receives various documents and packages, requiring pick-up from mail or receiving room. Documents may be highly sensitive or confidential in nature, and requires use of judgment and discretion.
- Assists in planning events by tracking mailings, collecting RSVPs and other duties as assigned.
- Maintains filing and records management/retention systems and other office flow procedures.
- Typing and proofreading various documents as needed.

- General Housekeeping: kitchen, conference room, preparation/clean-up for Mayor's Office receptions, etc.
- Assist SPD by routing WA State Liquor Control Board correspondence (applications for permits & licenses) to the appropriate location, and with functional needs for special event permits and letters of no objection.
- Performs other duties as assigned by Director or as judgment or necessity dictates, and may order office supplies.

Requirements of Work:

Knowledge of:

- Considerable knowledge of the City's systems; modern office and administrative practices and procedures; records maintenance and retention procedures; business English and basic arithmetic.

Ability to:

- Ability to perform difficult clerical work with little supervision.
- Maintain confidentiality on highly sensitive issues; handle the internal affairs of a high visibility office; and possess excellent organizational skills.
- Rapidly learn the policies, procedures, and activities of the Mayor's Office and Cabinet-level areas.
- Communicate clearly and concisely both orally and in writing; interact tactfully and effectively with those encountered in the course of work; establish and maintain effective working relationships with City leadership, other employees and public.
- Requires high level of proficiency in use of Microsoft Office suite, including Word, Excel, PowerPoint, Publisher, and other applications, etc.; provide training to others as required; and operate office machines such as facsimile and copy machines.



Working Conditions and Physical Demands:

Work is conducted primarily in an office setting. Incumbents in this classification are expected to communicate verbally, in person, and by telephone. A computer terminal is used and this requires the use of repetitive arm-hand movements. The incumbent must be able to occasionally lift and/or move up to 20 pounds.

Minimum Qualifications:

Possession of a high school diploma or equivalent and completion of at least three (3) years of progressively responsible experience in the clerical/secretarial field.

Preference given for experience in either of the following areas:

- Work experience in a government customer service position.
- Work experience in an executive office.

Behavioral Standards:

Respectful, courteous, and friendly to customers, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other City employees. Gets along with co-workers and managers. Positively represents the City, maintaining the trust City residents have placed in each of us. Demonstrates honest and ethical behaviors.



Benefits

The City offers an attractive benefits package including:

- Medical
- Dental
- Vision
- Prescription
- Life Insurance
- Vacation
- Sick Leave
- Holidays
- Deferred Compensation
- Other additional benefits.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

To Apply:

To apply, please submit a cover letter, résumé, and exempt application to the address listed or you may fax it to (509) 625-6379. The exempt application is located at www.spokanecity.org/jobs. **Your résumé, cover letter, and exempt application must be received for your application to be complete.**

City of Spokane Human Resources
808 W Spokane Falls Blvd, 4th floor
Spokane, WA 99201

Applications may also be submitted via email to ddaling@spokanecity.org.

Complete application packets must be received prior to 5:00 p.m. on January 16, 2015 in order to be considered.

**The City of Spokane is proud to be an
Equal Opportunity / Veteran's Preference Employer**

