

# WASHINGTON COUNTIES RISK POOL

## JOB DESCRIPTION

<b><u>Position:</u></b>	<b>ADMINISTRATIVE SPECIALIST</b>
<b><u>Reports to:</u></b>	Executive Director
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Annual Salary:</u></b>	\$57,732 - \$72,828

**Nature of Work:** Perform a variety of administrative, public and governance relations and clerical support functions for the Pool and its programs. Provide administrative support for the Pool's executive director and staff. Assist with conferences and training events; provide assistance to claims and risk management department, setting up new claims and incidents; assist with coordination of building and vehicle maintenance and supply management.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements which may be inherent in the position.

### **Duties and Responsibilities:**

- Provide administrative support to the Pool's executive director and staff.
- Answer telephone, screen calls, field e-mailed and website inquiries.
- Open and distribute or prepare mail and prepare banking deposits.
- Update and maintain system contact information, including WCRP staff, vendors, consultants, and membership contacts.
- Generate and respond to correspondence with member contacts and Board members.
- Assist with information gathering, design, production and maintaining Pool publications and website.
- Assist with responding to and handling public records requests.
- Prepare materials for staff and governance meetings and presentations, including scheduling, preparing meeting packets, taking and posting meeting minutes.
- Provide administrative support to the Finance & Operations Department, including filing, scanning, copying and invoicing.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Excellent interpersonal and organizational skills.
- Ability to operate various office equipment and machines, e.g. personal computers, calculators, fax machines, printers, photocopies and multi-line telephone systems.
- Proficient with Microsoft Office Suite products.
- Ability to establish and maintain cooperative and effective working relationships.
- Ability to maintain confidentiality with sensitive and privileged information.

**Working Conditions and Physical Effort:**

- Work is generally performed in an interior (office) environment.
- Lifting and carrying of records or equipment or other materials weighing up to 30 lbs. may be required on an occasional basis.
- Requires some travel inclusive of vehicle and/or plane/train/bus, occasionally overnight, to conference/meeting/training locations.

**Minimum Qualifications:**

- HS Diploma/GED plus at least one (1) year administrative/office experience.
- Demonstrated education, experience and/or training which provides the required knowledge, skills and abilities to meet or exceed the duties and responsibilities of the position.
- Valid unrestricted (except vision) Washington driver's license and a driving record meeting WCRP standards.