



Port of Skagit

Job Description

Position: Executive Assistant
Reports to: Executive Director
Direct Reports: None
FSLA: Exempt - Regular / Full Time
Wage Range: \$78,000-95,000 per year
Last Update: February 2024

BASIC JOB PURPOSE / SUMMARY:

Under general supervision, perform secretarial and administrative duties for the Executive Director. This position requires the exercise of independent judgment, decision making, and strict confidentiality.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Implement the Port's Promise, Mission, and Vision. Exhibit the Port's values, behavioral and leadership expectations including truthfulness, integrity, and teamwork.
2. Responsible for coordination and publication of notices for Board of Commissioner meetings, executive sessions, and public hearings. Prepare and distribute Commission agendas and all pertinent back-up materials, packets, notices, resolutions; take, prepare, distribute, and maintain meeting minutes per Open Public Meetings Act regulations. Attend all Commission meetings and take minutes. Set up and take down meeting room(s).
3. Perform administrative tasks which require thorough knowledge of office routines and understanding of the Port programs and procedures as related to work with the Executive Director.
4. Support Executive Management to ensure necessary meeting presentations, briefings, and correspondence have been prepared and distributed.
5. Work closely with the Board of Commissioners. Act as liaison between Port staff and the Commissioners. Provide secretarial and administrative support to the Commissioners as needed.
6. Track actions taken by the Executive Director under annual Commission Resolution 22-01 (and any subsequent superseding resolutions), the delegation of authority.
7. Schedule and assist with the appointment calendar for Executive Director and furnish reminders for business, civic, and social meetings. Plan and coordinate staff meetings and various special events, as well as Port group functions.
8. Receive telephone calls, visitors, and incoming mail for the Executive Director. Maintain a good working knowledge of current Port activities and provide information to the public. Answer the Executive Director's routine inquiries and route technical or non-routine inquiries to the appropriate person.
9. Make travel arrangements and reservations for the Commissioners, Executive Director, and other Port staff as required.

10. Establish and maintain cooperative working relationships with community groups, contractors, and outside agencies.
11. Assist the Communications Director with media and website content as necessary.
12. Due to the sensitive nature of various projects and information, the Executive Assistant is required to maintain the highest level of confidentiality.
13. Perform other duties, responsibilities, and special projects as may be required.

WORKING CONDITIONS:

Work is performed primarily indoors. Most of the work will be performed sitting at a desk, operating a computer, phone and other related office equipment. Typically, the noise level in the work environment is moderate; however, there may be exposure to loud noises on a daily basis due to industrial, aviation or marine activity, maintenance and repair.

PHYSICAL REQUIREMENTS:

This position requires the ability to hear, speak, and understand the spoken word to respond promptly to calls for assistance, to answer telephones, and to be able to communicate clearly. Must have dexterity and manual skills required to operate the keyboard of a computer terminal, assemble, and retrieve files from the file cabinets and drawers, operate a multi-line phone system, copy/fax machine and other related office equipment.

WORK PERFORMED

Examples of projects include coordinating and appropriately distributing notices, agendas, resolutions, etc. for meetings, executive sessions, and public hearings, scheduling, calendar management, receiving calls, visitors, and mail, making travel arrangements and reservations, and communicating and liaising with between port staff and the Board of Commissioners.

Type of equipment: Computer terminal and related equipment, software such as Word, Excel, Outlook, and other computer-based or internet-based systems.

TRAINING, EDUCATION, EXPERIENCE & RESPONSE TIME REQUIREMENTS

Formal Education: High School diploma or equivalent.

Work Experience: Minimum of 10 years of increasingly responsible administrative support to a senior director/manager or executive.

Training/Certification/Licenses:

Valid Washington state drivers' license (must be insurable)

Computer & Other Skills: Must demonstrate proficiency in the following:

- MS Word, Excel, PowerPoint, Outlook, and web-based tools.
- Maturity, discretion, initiative, critical-thinking, and sound judgement to carry out tasks in a stressful and constantly changing environment.
- Excellent organizational skills, ability to work independently, and able to interact effectively with all levels of internal and external customers.

- Excellent oral and written communication skills including proper spelling, grammar, phone etiquette, and public speaking.
- Establishing work priorities and self-management to meet all deadlines.

BENEFITS

The Port of Skagit offers a comprehensive benefits package, including:

- Medical, Dental, Vision, and Life insurance
- WA State (PERS) Retirement Plan
- Deferred Compensation Plan
- Employee Assistance Program (EAP)
- Paid Holidays, Vacation, and Sick Time
- Wellness Program, including applicable reimbursements.
- Employer provided uniforms and generous boot allowance, if applicable to position.

Employee:

Effective Date:

Approved:

Effective Date:
