

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Executive Services Administrator  
Reports to: Executive Director  
Position Status: Full-time  
Payroll Status: Exempt

### **JOB SUMMARY**

The Executive Services Administrator is responsible for coordination of a number of District-wide administrative functions, and administrative services to the Executive Director and Board of Commissioners. The position also serves as a member of the District's leadership team. Responsibilities include written documents, records management, insurance claims, records budget, projects, and designated interfaces with legal, insurance and other outside resources and consultants, as well as Board-related functions such as board packets, minutes, and other activities. The position also serves as the District's Public Records Officer and District Notary.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Plan, implement, and evaluate a number of District administrative functions.
2. Coordinate and perform day-to-day planning efforts related to Executive Director and Board of Commissioner staff support functions, leadership team participation, special projects and other functions.
3. Serve as liaison to the Board, and responsible with the Executive Director for preparation of written documents such as agendas, board packets, minutes, resolutions, and public notices.
4. Provide administrative support and research to the Executive Director and other administrative staff members such as the Senior Planner, with responsibility for day-to-day communications, reports, and project planning and development.
5. Draft preparation of District administrative records with Executive Director and Administration Division Director.
6. Process insurance claims and incident reports of outside parties. Research and respond to questions and concerns, and interface with insurance and public agency representatives.
7. Responsible for development and management of District records and information retrieval, including responding to public record requests; and development and management of retention schedule in accordance with State archival requirements.
8. Serve as a resource to the Executive Director, Commissioners, Division directors, Department managers, and District staff; and attend Board of Commissioner meetings.
9. Be familiar with and apply regulations related to public record requests and records retention requirements.
10. To ensure compliance with State regulations, conduct training with staff on public records requests, records management and open public meetings.
11. Proof, edit, and format written documents including policies, District-wide forms, procedures and contract agreements.
12. Attend various continuing education meetings, seminars, and workshops.
13. Perform other duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS:**

- Equivalent to five years experience in office management with supervisory and administrative responsibilities including staff support to a governing board.
- Requires Bachelor's Degree in Public Administration, a Liberal Arts or related field, or equivalent experience and training supplemented with continuing education workshops.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of State, local, and governing board, meeting, records management, and other laws, regulations, and practices.
- Knowledge of project planning, administration, and management policies and practices.
- Knowledge of office applications and other software including word processing, spreadsheet, and internet applications.
- Skill in forward thinking and ability to identify problems or issues, develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Ability to work with a growing District and lead or participate in collaborative activities.
- Ability to interpret and analyze legislative and management policies and information.
- Knowledge of and ability to implement trends and practices in District related board and administrative support functions.
- Ability to effectively manage and supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise written documents such as minutes and reports.
- Ability to communicate effectively both verbally and in writing.
- Manage multiple projects efficiently.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. The work environment is primarily indoors and is performed in an office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit.
- The individual must regularly lift and/or move up to 20 pounds.
- This job includes repetitive keyboarding.

## **SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is

not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature