

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Administrative Specialist  
Reports to: Administrative Division Director  
Status: Full-time or Regular Part Time  
Payroll Status: Hourly

### **JOB SUMMARY**

The Administrative Specialist has responsibilities to assist and coordinate various records management, HR functions and various office projects in the HR/Accounting department. This is a very task-oriented position and requires the ability to follow through on projects to completion.

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

1. Maintain records for HR/accounting office and assist with electronic records storage
2. Responsible for office management dues which may include clerical tax
3. Draft job postings and prepare advertisements as requested.
4. Assist with coordinating and setting up District staff meetings and trainings
5. Proof various documents, catch spelling, grammar, and punctuation errors. Also review formatting and ensure that all elements appear as they should.
6. Assist with creating and maintaining forms
7. Maintain regular and timely attendance.
8. Research and update procedures related to administrative and HR functions.
9. Assist with on-boarding functions which will include setting up personnel files and assist with coordinating employee benefits
10. Manage office equipment and supplies, and order new equipment and supplies as needed
11. Provide support to the department by running various errands.
12. Ability to maintain confidential information.
13. From time to time, this position may back up the Executive Services Manager by attending board meetings, taking notes, and drafting minutes.
14. Support Accounting Coordinator's in various projects as requested.
15. Attend various continuing education meetings, seminars, and workshops.
16. Perform other duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS**

- Equivalent to four years of experience in office responsibilities and HR Support. Ability to multi-task, provide technical support, and day-to-day coordination of projects and office functions, including word processing and other programs.
- Requires Associates Degree, or equivalent experience and training supplemented with continuing education workshops.
- Valid Driver's License

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

- Advanced knowledge of Word, Adobe, and other related software
- Excellent organization skills
- Excellent communication skills and the ability to communicate in English courteously, clearly, tactfully, and persuasively.
- Ability to work independently when necessary
- Ability to learn new software.
- Ability to function in a self-directed manner by coordinating day-to-day office activities and performing back-up and multi-tasking responsibilities.
- Excellent ability to accurately perform writing functions such as drafting communications, spelling, punctuation, grammar, and proofing.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve problems, and gain cooperation among interested groups.
- Ability to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for job and skill improvement.
- Ability to work with a growing District and lead or participate in collaborative activities.
- Knowledge of and the ability to implement trends and practices in District related office and administrative support functions.

## **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