



JOB DESCRIPTION

POSITION: EXECUTIVE ASSISTANT/CLERK OF THE BOARD (P/T NON-EXEMPT)
REPORTS TO: EXECUTIVE DIRECTOR

SUMMARY

Under direction of the Executive Director or designee, provides coordination and confidential administrative support to the Skagit Council of Governments (SCOG) governing bodies including prepare, distribute and maintain meeting agendas, backup materials, minutes and meeting packets; arrange for meetings and travel; perform reception and clerical work; prepare and maintain a variety of records, reports and files; and perform day-to-day financial, payroll, basic human resources and record keeping, as assigned.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Executive Assistant/Clerk of the Board position include:

- Serve as Clerk for the SCOG governing bodies by preparing, producing and distributing meeting agendas; compiling and organizing background information and materials; attending meetings to take, transcribe, produce and distribute official minutes according to established procedures, ensuring that meetings are conducted according to established policies and legal requirements. Collect signatures on official documents such as board meeting minutes, resolutions and other documents as needed.;
- Perform day to day financial accounting for SCOG, such as prepare payroll documents and related reports, prepare accounts payable invoices for review, approval and processing; prepare accounts receivable invoices; record cash receipts, prepare monthly cash flow and expense reports; assist in preparation of the annual financial report to be filed with the State Auditor's Office, assist in preparation for and participation in audits, and other related tasks;
- Assist the Executive Director in developing and administering the budget; monitor and track expenditures to ensure costs are within budgetary limitations;
- Prepare and submit monthly billings for grant reimbursements; monitor and track expenditures of grant funds and prepare monthly expense reports;

- Develop and/or update administrative policies such as records management and retention policies and procedures; develop and maintain record keeping systems and procedures for official records including minutes, resolutions, contracts and agreements; organize, index and cross-reference materials to facilitate document retrieval; develop records retention and disposal schedules; establish and maintain archives and controls;
- Develop content for SCOG's website, posts content to the website and assures quality control of all posted material;
- Order, purchase, receive, store and maintain inventory of office supplies;
- Assist with meeting coordination and logistics including scheduling locations, as well as contacting others regarding preferred meeting dates;
- Manage audio recording of meetings, organize and store audio materials, and post audio to SCOG's website;
- Use a personal computer and Quickbooks, Word, Excel or related software to perform assigned work;
- Interact effectively with the public on a regular basis and assists with developing and implementing public engagement strategies – including public meetings, public notices, open houses, community forums and similar events;
- Interact effectively with elected officials and staff from local, regional, state and federal jurisdictions; and
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: an Associate of Arts degree with major coursework in business, office management or related field, and at least two years of increasingly responsible administrative office experience. Prior experience in a government or public sector agency and bookkeeping experience is desired. Candidates with an acceptable combination of training and experience will be considered.

KNOWLEDGE AND SKILLS

Communicate effectively with staff, partners, the public, and elected officials in English both verbally and in writing. Produce clear, concise, written technical reports.

Must be proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook). Experience with Quickbooks, Wordpress website software, Adobe applications (Acrobat, Illustrator, Photoshop, and InDesign), software is desirable.

Training the candidate on software applications that require basic understanding may occur after hire to fulfill the duties of the position. Knowledge of other software not identified here may also be obtained after hire.

Additional knowledge and skills desirable for the Executive Assistant/Clerk of the Board position include:

- Modern administrative office practices and procedures;
- Public records maintenance, disclosure, retention and archiving;
- Parliamentary procedure and other requirements for conducting public meetings and hearings;
- Governmental accounting; and
- Applicable local, State and federal laws, regulations, codes and other legal requirements pertaining to public meetings and public records management.