

Port of Coupeville

Post Office Box 128 Greenbank, Washington 98253

Greenbank Farm Office 765 Wonn Road, Greenbank, WA

Telephone 360-222-3151 Fax 360-222-3484

September 12, 2019

Dear Applicant,

On behalf of the Port of Coupeville Executive Director and Commissioners, thank you for your interest in the position of Administrative Specialist.

Enclosed are a job description and a series of application questions. The questions are designed to help the Executive Director understand your qualifications for this position.

Please provide your cover letter, résumé, and answers to the application no later than September 25, 2019.

Mail the application package to:

Port of Coupeville

Executive Assistant Application

P.O. Box 128

Greenbank, WA. 98253

Or send your package by courier to:

Port of Coupeville

Executive Assistant Application

765 Wonn Road, Building E

Greenbank, WA 98253

Or email the application package to: [executivedirector@portofcoupeville.org](mailto:executivedirector@portofcoupeville.org)

Applications will be reviewed and interviews started during the week of October 1. Applicant information will be held in confidence until the finalists for the position are selected.

If you have any questions about the application process, please contact Chris Michalopoulos via email at [executivedirector@portofcoupeville.org](mailto:executivedirector@portofcoupeville.org)

# PORT OF COUPEVILLE JOB DESCRIPTION

**TITLE: ADMINISTRATIVE SPECIALIST**

**REPORTS TO: EXECUTIVE DIRECTOR**

**ADOPTED/REVISED DATE: 09/12/2019**

## **POSITION PURPOSE/SUMMARY**

The person in this position provides support of a complex and responsible nature to the Executive Director, community outreach, event coordination and Port Commissioners; exercises independent judgment in preparing reports, managing projects and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures. This is a 20 – 25+ hour per week position contracted through 2019.

## **DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations.
- Supports projects by performing tasks, assignments and research.
- Supports Port employees with materials ordering, research and follow up.
- Supports monthly reporting by Port employees.
- Coordinates, supports and executes events booked on all Port properties. Seeks new avenues to increase event bookings.
- Conducts and supports daily business activities in the main office.
- Coordinates deposits, receipts and bank deposits.
- Attends all regular and special Port meetings, and records proceedings. Prepares minutes and action reports, coordinates the execution of approved documents and makes sure all necessary signatures are obtained.
- Prepares and publicizes legal notices in accordance with the Revised Code of Washington and Washington Administrative Code. Prepares and publishes other public notices, news releases, and employment ads at the instruction of the Executive Director.
- Updates Port website to reflect up-to-date postings, documents and events.
- Exercises initiative and independent judgment to execute administrative details and assists the Executive Director in their duties as directed.
- Provides support as needed by the Executive Director, i.e., receives and processes or distributes mail; coordinates communication between Executive Director and Commissioners, other agencies and the public; schedules meetings; conducts research and prepares reports.
- Processes and maintains confidential information.
- Performs other duties as directed and assigned.

## **QUALIFICATIONS REQUIRED**

- Three years prior experience working with the public or in project management preferred.

- Must be able to problem solve independently at times and come up with creative solutions to difficult problems.
- Must have strong written, verbal and interpersonal communication skills.
- Experience working in a public office or community capacity is highly valued and preferred.
- Must be able to communicate well with the public, receive constructive feedback and handle challenging situations with diplomacy.
- Experience in working with websites or using back-end software preferred.
- High school diploma or General Educational Development (GED) required. College degree or some college preferred.
- Valid Washington State Driver's License with driving record free of serious or frequent violations.
- Ability to read, write and speak the English language.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of public office practices, procedures and equipment.
- Knowledge of business English, composition, spelling, punctuation.
- Ability to employ discretion and maintain confidentiality.
- Ability to prioritize assignments and work independently.
- Ability to accurately prepare correspondence, minutes, reports, statistical information.
- Ability to operate standard office equipment, including computers.
- Ability to use Microsoft Word, Microsoft Excel, Microsoft Outlook and tools contained within the Office Suite (calendar, email).
- Ability to understand and correctly execute verbal and written instructions.
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Ability to multitask and execute several concurrent projects, with accuracy, attention to detail and follow-through.

### **WORKING CONDITIONS**

- Work is generally performed while standing or sitting, in an office environment, with a computer, telephone and copier/fax/scanner.
- Some lifting of forms, files and small equipment is required.
- Must be capable of working outdoors on occasion
- Coordinate events, oversee volunteers, or coordinate projects at Port properties including the Coupeville Wharf and Greenbank Farm.

- The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

## Administrative Assistant Applicant Questions

### Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

US Citizen  Y or  N

Have you been convicted of or pleaded no contest to a felony within the last five years?  Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case:

\_\_\_\_\_  
\_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed

\_\_\_\_\_

### Education and Military Experience

High School: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Did you graduate?  Y or  N

Vocational School: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma? : \_\_\_\_\_

College / University: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

College / University: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

Military Veteran?  Y or  N

Branch: \_\_\_\_\_

Rank: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_

Skills and Qualifications: Licenses, Skills, Training, and Awards

---

---

#### Employment History

Are you currently employed?  Y or  N

If you are currently employed, may we contact your current employer?  Y or  N

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [ \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Positions:

Include for each employer/position for the past five years:

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [ \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [ \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

References: Please list below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_