PugetSoundPartnership
our sound, our community, our chance

Administrative Assistant Recruitment
exempt from civil service
Salary: $3600-4600 per month DOQ, plus benefits
Location: Olympia/Tacoma, WA
Closes: March 12, 2010, 5pm

The Puget Sound Partnership is seeking a qualified candidate for the position of Administrative Assistant. This position reports to the Executive Assistant of the Puget Sound Partnership and provides high-level support to a number of senior staff engaged in Action Agenda implementation.

VISION
Puget Sound is a healthy, sustainable ecosystem that supports the prosperity of present and future generations.

MISSION
To lead a science based, results driven, publicly embraced partnership to implement the Action Agenda for the restoration and protection of Puget Sound.

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must successfully engage the public in Puget Sound restoration efforts. The Partnership's requires creativity, innovation and a wide variety of tools and approaches to engage individuals and groups throughout the region in the stewardship and recovery of Puget Sound. More information on the Partnership is available at our web site: www.psp.wa.gov.

POSITION OVERVIEW AND GOALS
The successful candidate will possess the ability to work concurrently with agency staff while providing first-class support to a number of senior managers, must perform complex administrative duties independently and builds rapports with other stat agencies, tribal, local & federal governments, and business and environmental communities. This position directly impacts the agency's mission of restoring and protecting Puget Sound by 2020 by enabling successful and targeted management of the Partnership.

PRINCIPAL RESPONSIBILITIES
- Use of professional judgment to triage and determine the best response for incoming requests, complaints, and other messages. Research, prepare, and tactfully communicate responses to internal and external stakeholders while maintaining an awareness of sensitive political concerns.
- Serve as the communication link between senior managers and others; including agency staff, other state agency employees, legislators, the Governor's Office, professional organizations, and the public. Develop and maintain strong partnerships with internal and external partners.
- Manage Calendars - Review all appointment requests/invitations. Keep the senior managers updated on schedule changes and upcoming meetings. Advise relevant staff on calendar updates and potential events.
- Meeting Management - Review and respond to meeting requests, coordinate and schedule meetings, and secure meeting space. Research and organize pertinent information for the senior managers' review prior to meetings. Track follow-up items to ensure successful completion.

- Articulate appropriate written and verbal responses to internal and external customers, adapting communication style and medium to audience. Coordinate with relevant staff to ensure appropriate responses. Deal with difficult customers in a tactful, politically sensitive manner.
- Research, arrange, and confirm facilities, accommodations, catering, and transportation for business and travel meetings. Obtain travel expense receipts, compare expenses to agency policies and state rules to determine eligible expenses, and complete and submit state travel reimbursement forms. Complete and submit paperwork for approval of payment of fees for conferences, workshops, and seminars.

DIVISION OF RESPONSIBILITIES

- Calendar Management (30%)
- Correspondence and Communications (30%)
- Research & Meeting Material Compilation (25%)
- Relationship Building (10%)
- Other duties (5%)

KNOWLEDGE, SKILLS and ABILITIES

Accountability – Accepts personal responsibility for the quality and timeliness of work. Clearly sees the "bottom line" of partner (internal and external) expectations and ensures work product meets that bottom line.

Adaptability & Flexibility - Adapts to changing business needs, conditions, and work responsibilities. Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.

Coordinating & Organizing - Makes timely, informed decisions taking into account the facts, goals, constraints, and risks. Makes necessary decisions even when information is limited or unclear. Identify potential scheduling conflicts, working in partnership with others to resolve them using tact to balance partner needs with the senior managers' priorities.

Communications – Utilize a variety of communication platforms to attend to details and pursue quality in accomplishing tasks. Handles delicate or tense situations with sensitivity and discretion; shares information only with those authorized and as appropriate. Establish highly effective relationships of trust and collaboration internally and externally. Strong writing and speaking skills: knowledge of proper English grammar, punctuation, correspondence formatting, and proofreading.

Creative & Innovative Thinking – Ability to look at problems or situations from a fresh perspective. Excel in seeking out information and applying new technology and practices to improve processes and generate unique solutions to emerging concerns.

Results Orientation and Initiative – Self-directed and demonstrates impeccable judgment. Knows how to get the work done most effectively and delivers quality products and services in a timely manner. Finds ways to improve quality within time and costs constraints. Ability to begin or to follow through energetically with a plan or task.

Workload Management - Prioritizes work, devoting adequate time and attention to individual tasks; knows where and how to find information quickly; remains aware of surroundings and upcoming events and prepares appropriately; ability to complete work and return to critical tasks in the midst of multiple interruptions.

DESIRABLE EDUCATION AND EXPERIENCE
Three years of senior level administrative experience, preferably in a small agency setting.

Significant experience in and knowledge of Washington state government as wells as a clear understanding of how local, state, and federal government agencies work together.

Proficient in the Microsoft Office Suite (for Mac, preferred) and experience in Internet usage. Ability to operate, troubleshoot and solve routine problems with office machinery.

COMPENSATION
Salary is dependent on experience, not to exceed $55,200 annually. This position serves at the pleasure of the Executive Director. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to www.hca.wa.gov for health benefit information and www.drs.wa.gov for retirement benefit information.

APPLICATION PROCESS
Send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with phone numbers. Please send the information to:

Jennifer Eberle
Puget Sound Partnership
P.O. Box 40900
Olympia, WA 98504-0900

Electronic applications are encouraged (in PDF format). Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to jennifer.eberle@psp.wa.gov. If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Applications must be received no later than 5 p.m. March 12, 2010. **This is a receipt deadline, not a postmark deadline.** By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. PSP may hire only those who are legally authorized to work in the United States.

The Puget Sound Partnership is an Equal Opportunity Employer. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.