



Job Description

JOB TITLE: Executive Assistant (*Public Records Officer*)

REPORTING TO: Executive Director

FLSA: Non-Exempt

DATE: 8/16/2019

Summary

The Executive Assistant provides strategic, administrative and logistical support for the Executive Director (ED) and the Port of Kingston. The Executive Assistant oversees high-level administrative coordination, public records and event management, as well as communicate on behalf of the ED to the Commissioners, the Port and the public. This role will have unique visibility and involvement in supporting operations at all levels within the Port and engagement with the Board of Commissioners and external stakeholders.

Essential Functions

Executive Administrative Support

- Provide comprehensive administrative support to the ED and Port commission to include calendar management, prioritization of inquiries and request, troubleshoot conflicts, make judgements and recommendations for smooth day to day engagement.
- Manage schedules, correspondence and documentation preparation for public communications and meeting setup, as needed.
- Conduct grant research, preparation and submittal for Port improvements.
- Draft resolutions, policies, and legislation for review by ED.
- Communicate directly and on behalf of the ED with Commissioners, staff and others on matters related to Port initiatives and events.
- Provide Board of Commissioners administrative support services including coordination of board meetings, preparation of minutes and collection of agenda related materials.
- Assist with annual budget planning for all Port facilities.
- Establish, document and maintain office procedures and policies.
- Coordination of the Port's calendar of events with ED, Harbormaster and events vendors.
- Participate in and/or coordinate committee involvement within the community of Kingston.
- Develop and manage website content and collaborates with third party vendors, as needed.
- Partner with Marina office staff to address complex or escalating public inquiries.
- Provide back-up support to Marina office, Communications, and payroll processing, as needed.

Public Records Support

- Oversee records management; compile and maintain public record inquiries and resolutions for public records library and reference.
- Conduct research and analysis on issues pertaining to public records requests, adhering to established procedures.
- Subject matter expert, maintaining knowledge of legal requirements pertaining to public records and public meeting laws.
- Provide staff training and updates on records protocol.

Education and Experience

- Five or more years of experience providing administrative support for upper level management in a related government organization
- Experience and interest in internal and external communications and/or grant writing
- Experience working with public records and ability to interpret regulations preferred
- Bachelor degree from accredited university required, advanced degree strongly preferred.



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- Proficient with Microsoft Office suite, Acrobat Adobe, WordPress and social media web platforms; intermediate excel skills required

Knowledge, Skills & Abilities

Communication. Must be able to work with and maintain confidential material. You have impeccable written and verbal communication with ability to effectively deliver content and convey messaging to diverse audiences, including the public and Board of Commissioners.

Work Excellence. You show concern for quality, accuracy, and completeness of work activities. You plan your work activities in advance to ensure that assignments are completed timely and accurately.

Collaborative and Inclusive. You are a team player with the ability to work collaboratively and comfortably with internal and external stakeholders who have diverse skills and experience. This includes the board, other Port leaders, government officials, regulatory agencies, tenants and the public.

Bias for Action. You have an eagerness to take initiative and persist in accomplishing objectives despite obstacles and setbacks. You work to complete deliverables with a high sense of urgency and ownership.

Professional Know-How. You effectively apply professional knowledge to solve a range of problems. You possess an in-depth knowledge and skill. You are sought out as an expert to provide advice or solutions. You maintain a high level of integrity, confidentiality and dependability.

Analytical and Logical. You're able to distill and synthesize complex ideas into concise, meaningful information. You're adept at prioritization and project management with attentiveness to detail and consistent follow through.

Additional Requirements

This role requires both a background check and a credit check both initially and periodically.

The Port offers office and outdoor work environments. This role works in an office environment and remains in a stationary sitting position for majority of work time with occasional standing, walking, reaching, kneeling, lifting and/or moving up to 20 pounds.

This role typically works an average of eight (8) hours per day, Monday through Friday. While we strive to maintain a good balance between work and life, additional weekday and weekend hours may be required at peak times or for specific initiatives. Board and Public meetings are conducted after hours.

This role must obtain Records Certification within the first year of employment.

About the Port of Kingston

The Port operates in accordance with the laws and statutes of the State of Washington. It is governed by three Port Commissioners elected by the constituents of port district in Kitsap County.

The mission of the Port of Kingston is to enhance the economic and social well-being of the Port District Residents by support of the economy, and by providing a waterfront facility for recreation and leisure activities. www.portofkingston.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of people so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.