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## Administrative Assistant 2

**Status:** Regular, Full-Time, Non-Exempt      **Date Posted:** December 10, 2023

**Reports To:** Business Manager      **Posting Expires:** Open Until Filled

**Salary Range:** \$25.84-\$33.71 per hour. This position is in Grade 8 of the District's step-in-grade salary scale. Position typically starts at first step of pay scale.

**Benefits:** WA State Department of Retirement Systems with Employer contributions, Medical and Dental Insurance, Vacation & Sick Leave, AD&D, LTD

### *NATURE OF WORK*

Under the supervision of the Business Manager, the Administrative Assistant 2 will independently perform a variety of administrative assignments for the South Whidbey Parks and Recreation District ("District"). This is a front desk position representing the District to the public. Excellent professional, interpersonal and customer service skills are required. Typical work schedule is Monday-Thursday, 8:30am-5:00pm, and Friday 8:00am-4:30pm. Some weekends or evenings may be occasionally required for board meetings or special events, and schedule will be adjusted accordingly.

### *ESSENTIAL FUNCTIONS*

- Provides administrative support to the District. Acts as receptionist for the office and provides customer service.
- Responsible for performing a variety of administrative duties, including but not limited to office organization, maintaining files, communications, and cash handling.
- Assists the Business Manager with vendor payments, bookkeeping, record keeping, accounting, payroll and the preparation of reports.
- Assists in maintaining facility and field schedules and calendars.
- Maintains and enters programs and registration information in the registration management system, including accepting customer registrations and payment processing.
- Regularly updates District's social media accounts and website.
- Performs other tasks as directed.

## ***DESIREABLE KNOWLEDGE, ABILITIES & SKILLS***

- Excellent written and interpersonal skills.
- Competent computer skills including proficiency in Microsoft Office programs.
- Familiarity with equipment & techniques commonly used in the performance of related tasks.
- Attention to detail and the ability to perform tasks with precision and accuracy.
- Maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports and schedules.
- High integrity for cash handling processes.
- Ability to maintain confidentiality of sensitive information.
- Independent and self-motivated to complete required deadlines, while simultaneously completing other tasks.

## ***EDUCATION AND/OR EXPERIENCE REQUIREMENTS***

- High school diploma or GED
- Minimum of two years of prior administrative support experience or equivalent combination of education and/or experience.

## ***SUPERVISION***

Position reports to the Business Manager. Direct supervision of other workers is not a regular part of the position's work responsibilities.

## ***PHYSICAL DEMANDS AND WORKING CONDITIONS***

This position works primarily from the District office. However, work is also occasionally performed out of the office. Ability to work an occasional flexible schedule is required.

*Applications are available at the District Headquarters Building located on the South Whidbey Elementary School South Campus at 5476 Maxwellton Rd., C-Pod Room C2, Langley, WA 98260, or online at [swparks.org/about/employment](http://swparks.org/about/employment). Applications will be accepted in person, by mail, or by email to [swparks@swparks.org](mailto:swparks@swparks.org). Position is open until filled, first review of applications approximately January 2, 2025.*