WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title

Employee Type	CS-Civil Service
Title/Title Code	Administrative Assistant 2 /105F
Pay Rate	M
Pay Range	35
Function/General Scope	Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance. These positions may be distinguished from lower level classes by addition of the delegation of authority to act for or in the regular place of the superior in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the superior who is at the first professional supervisory level or above.

Position Details

Position Summary	The Administrative Assistant 2 provides complex, confidential support to Director and PROGRAM activities funded through a two-year contract to coordinate local economic development activities. Additional responsibilities include estimating, developing and monitoring budgets from a variety of sources, including federal grants, contracts, county government, conferences and contributions; recruiting, training and supervising part-time or full-time secretarial staff and volunteers; and coordinating program and office operations.

Job Duties

% of Time	Essential Function	Job Function	Duties
40	Yes		-Coordinates office operations and procedures; interprets and applies administrative policies.

			-Performs independent functions in Director's absence to resolve staff problems, technology issues, and complaints. -Coordinates local economic development activities for the PROGRAM contract. -Works directly with the local DEPARTMENT director and the business advisory group.
40	Yes		-Provides confidential, high-level clerical support to Director. -Researches assigned issues, compiles pertinent program or fiscal information and prepares reports, spreadsheets and/or databases. -Coordinates logistics for meetings and educational programs. -Represents and/or communicates on Director's behalf at meetings and/or interprets administrative policy. -Designs, edits and produces educational materials. -Acts as web site manager for developing and maintaining web site.
15	Yes		-Develops budget estimates; monitors and control budgets from a variety of sources, conferences and contributions. -Participates in establishing fiscal plans for the PROGRAM contract. -Compiles data and assists in developing new and renewals on grants and contracts. -Prepares quarterly and annual financial reports. -Prepares invoice vouchers, process daily activity reports, leave reports and accounts receivable.
5	No	Other	-Performs other duties as assigned.

Supervisory/Lead Responsibilities	
	Incumbents may supervise/lead lower level support staff and/or temporary hourly and student employees.

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Position Qualifications	
Classification Requirements	High School graduation or equivalent AND two (2) years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work; OR equivalent education/experience.
Position Specific Qualifications	-Experience working with economic development and entrepreneurial groups.
Preferred Qualifications	-Demonstrated computer skills including proficiency with Microsoft Office applications including, Word, Excel, Access, and Outlook. -Knowledge or experience in Extension programs, with an emphasis on economic development. -Experience monitoring budgets.