

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:
Administrative Assistant 4

careers.wa.gov
Working for Washington State

SALARY: \$3,063.00 - \$4,014.00 Monthly

OPENING DATE: 01/28/14

CLOSING DATE: 02/11/14 05:00 PM

DESCRIPTION:



The image block contains the Washington Department of Fish and Wildlife logo on the left, which features a stylized landscape with a fish, trees, and a sun. To the right of the logo are three square images: a beaver in a stream, a cougar looking out from a tree, and several salmon swimming in water.

Our Mission
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
Conservation of Washington's fish and wildlife resources and ecosystems.

ADMINISTRATIVE ASSISTANT 4

THE DEPARTMENT

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Learn more about us at www.wdfw.wa.gov.

This recruitment is to fill **one (1) fulltime permanent position** located in the Technical and Financial Management Program, Business Services. The duty station is the Natural Resources Building (NRB) located in Olympia, Thurston County.

JOB SUMMARY:

This position serves as the assistant to the Technology and Financial Management Program Assistant Director in administrative matters, policy and program coordination. The incumbent in this position performs higher level administrative duties that may normally be performed by the Assistant Director, such as developing, conducting, monitoring, and managing administrative processes, activities, and budgets to support program and agency goals and objectives. The incumbent independently supports management and program staff in administrative operations. The incumbent serves as program lead for records management, facility management, printing, and as agency lead for the Policy Committee and performs and manages projects on the Assistant Director's behalf.

DUTIES:

TFM Program Management and Administrative Policy

- Represents the Assistant Director and communicates on his behalf.
- Exercises delegated signature authority as needed.
- Serves as the agency Administrative Policy Committee Chair; leads the meetings, ensures policy documents follow agency policy and are moving towards resolution of issues and approval; improves the process as needed.
- Develops technical expertise of records management rules and standards to guide staff to comply with laws; facilitates records management work when needed but strive for guiding others to self-manage.
- Represents Business Services on the Facilities Coordination Committees.
- As Business Services Facilities Coordinator, coordinates space management for administrative office areas and responds to facilities related requests for the NRB.
- Develops technical expertise about facility processes to advise staff to get facility needs met; assist division managers or their delegates with facility projects.
- Manages the printing services for Business Services.
- Develops technical expertise of rules and efficiencies to guide staff to get their printing needs met, facilitates printing request work when needed but strives for guiding regular customers to self-manage.
- Coordinates and develops agendas for TFM program meetings.

Program Policy and Performance

- Serves as program lead for assigning and overseeing the quality and timeliness of program bill analyses.
- Assigns bill analysis requests, based upon staff feedback screen out unneeded BAs, ensure quality standards are met, and track progress and prod to ensure follow-through.
- Trains division points of contact for all centrally coordinated activities in this position description.
- Creates training curriculum, reference materials and aids to be used to train current and new division points of contact in approved methods that are designed to efficiently achieve compliance with agency/Program (TFM) policies.
- Under direction of the Assistant Director, manages discrete projects, which may include coordination, research and analysis, facilitation, report writing, and presentations.
- Oversees the program's web presence, and ensures it stays current and relevant.
- Working with TFM senior managers, develops and implements an internal customer service survey to help the program know how well we are meeting program needs.
- Compiles results for use by program senior managers.

- Working with TFM senior managers, coordinates program recognition events.

Administrative Support

- Provides administrative assistance to the Technology and Financial Management Assistant Director (AD), Division Managers, and staff.
- Prepares executive correspondences, and organizes and edits documents and presentation materials for Executive Management, OFM, and the Legislature.
- Supervises the program Admin Assistant 2, including assigning and evaluating work.
- Supports the Admin Assistant in scheduling calendars, processing HR documents, and supporting hiring activities. This position (AA4), however, is lead for all confidential HR support.
- Fleet management and motor pool reservations; develops technical expertise of the vehicle processes to advise staff of vehicle options and processes, make reservations for staff.

WORKING CONDITIONS:

Working environment is a busy office setting. Varying degrees of activity occur in the common areas during working hours; most tasks will involve sitting at a desk and working on a computer. Incumbent must be able to work amid distraction.

This position normally works 8:00 am-5:00 pm, Monday-Friday, but may be required to occasionally work in excess of 40 hours per week or on weekends to meet deadlines during peak periods.

UNION NOTICE:

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment, you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree or higher and two (2) years of professional administrative support experience drafting executive level correspondence and any combination of the following:
 - Records management
 - Legislative bill analysis
 - Project management
 - Coordinating office operations
- Strongly developed organizational skills.
- Ability to manage multiple tasks efficiently.
- Ability to coordinate and communicate well with others so that deadlines are met.
- Strong attention to detail.
- Knowledge of government organization and administrative procedures; office methods and procedures.
- Excellent editing and written communications skills.

- Proficient in Microsoft Suite (special emphasis on Outlook, Word, Excel, and PowerPoint).

Preferred/Desired Education, Experience, and Competencies:

- Five (5) years of progressively responsible experience as an office or business manager in the public or private sector.
- Experience with the state bill analysis system (currently BATS).
- Supervisory experience.
- Knowledge of Washington State Correspondence Guidelines.
- Knowledge of WDFW policies and procedures.
- Skill in organizational development.
- Process improvement skills.

SUPPLEMENTAL INFORMATION:

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and attach the following in order to your profile before completing the online application:

- A cover letter describing how you meet the qualifications of this position (generic cover letters will not be accepted).
- A current resume (please make it succinct).
- Three (3) **professional** references (personal references do not count as professional references).

Please do not include any attachments other than the ones requested above.

Please note: **Failure** to follow the above application instructions will result in disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

Please note that initial screening will be solely based on the completeness of application materials submitted and the contents and completeness of the **"work experience"** section of your application in NeoGov. A resume will not substitute for the "work experience" section of the application. The information provided in your application must support your selected answers in the supplemental questions. Responses not supported in your application may disqualify you from consideration for employment in this position. All information will be verified and documentation may be required.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or

the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Administrative Assistant 4 Supplemental Questionnaire

- * 1. Which of the following best describes your education level?
- High School Diploma or Equivalent
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - I am currently attending college.
 - None of the above.
- * 2. If you hold a degree or are attending college, please list your major, graduation date or anticipated graduation date and institution. If you do not have a degree or are not attending college, please put N/A.
- * 3. This position requires two (2) years of professional administrative support experience drafting executive level correspondence and any combination of the following:
- Records management
 - Legislative bill analysis
 - Project management
 - Coordinating office operations

In the space below, please briefly explain how you meet this requirement.

- * 4. Please answer the following supplemental questions in the spaces provided.
- Provide some examples of your organizational skills and how they have improved the performance of you or your team.
- * 5. Describe how you manage multiple tasks efficiently.
- * 6. Agency-Wide Question: Have you attached your cover letter, resume and three (3) professional references?
- Yes No
- * 7. Agency-Wide Question: Have you ever been convicted of a misdemeanor or felony within the last ten (10) years (answering yes will not automatically eliminate you from consideration)?
- Yes No
- * 8. Agency-Wide Question: Do you have a valid Washington State or other state driver's license (If selected for an interview you may be asked to furnish your license and driving record)?
- Yes No

* Required Question