Administrative Assistant II

Closes: The position is open until 9:00am PDT, Thursday, October 26, 2023.
Status: Regular full-time, 40 hours per week; non-exempt FLSA status.
Salary: The starting salary range is $63,000 – $68,000 annually, DOE, with full benefits.
Location: Puget Sound Regional Council, Downtown Seattle, Washington; The position may be eligible for hybrid or remote work (within Washington state).

About PSRC

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation’s fastest growing metropolitan areas. PSRC brings together the region’s diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region’s future and make plans for the region to continue to succeed. The agency serves as the region’s Metropolitan Planning Organization and also plays the leading regional role in growth management, transportation, and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we’re striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We’re committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.
The Position

PSRC is seeking a responsible professional, capable of working independently and as part of a team for the position of Administrative Assistant II. The position will provide administrative support to the Director and staff in the Government Relations and Communications Department. The position will often work with staff from across the agency and may provide support to another department as needed and is also a member of the Administrative Support Group (ASG). ASG is a collective of administrative staff across the agency that support one another as the group supports the agency. The ideal candidate will value the camaraderie that this work environment fosters.

The Candidate:

The ideal candidate will have:

- Experience providing administrative support for professional staff, including:
  - Strong organizational skills, attention to detail and follow-through, experience handling multiple priorities and projects, and events support as needed.
  - Excellent writing skills, including editing and proofreading for accuracy and formatting for clarity.

- Computer skills/experience:
  - Extensive experience with Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook.
  - Experience using meeting software such as Zoom and Teams. Have a tech-savvy mindset that explores these platforms for updates and improvements that may serve the team.
  - Extensive experience with electronic scheduling, calendar coordination and writing clear and concise e-mail using Microsoft Outlook.
  - Experience maintaining databases, email distribution lists and utilizing email software (such as MailChimp or other CRM tools) and webpage maintenance.
  - Experience with the Adobe Acrobat Pro.
  - Experience with document accessibility tools and best practices.
  - Searching and editing databases
  - Reading and writing basic HTML, working in Drupal, WordPress, or another content management system would be a plus.
• Communication and interpersonal skills/experience:
  • Highly developed verbal, listening, and communication skills with department staff and other administrative staff. You’ll be a liaison and support to staff across the agency, external partners and elected officials. Ability to solicit and incorporate feedback.
  • Ability to work collaboratively in a team environment.
  • Willingness to pay full attention to details.
  • Experience working with multiple project teams with a variety of different leads.
• Other administrative skills/experience:
  • Experience using a variety of office equipment such as printers, copiers, scanners, and phone systems. An ability and curiosity to learn more about feature rich products.
  • Experience with audio/visual equipment including projectors, conference call and video conference systems, and webinar formats.
  • Experience providing reception desk coverage.

Experience and Education:
The ideal candidate will have:
• High school diploma or GED.
• Three to five years of increasingly responsible administrative experience, including a minimum of two years of high-level administrative experience.
• A high level of secretarial or administrative assistant experience highly desirable. Contact database experience desirable.
• Or, any combination of lived and education experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.
To Apply:
To be considered, applicants must submit a cover letter and resume as part of the application process and apply at [https://www.governmentjobs.com/careers/psrc](https://www.governmentjobs.com/careers/psrc).

Benefits
PSRC provides a compensation package that includes a salary and benefits that represent approximately 30% of an employee’s total compensation package. Benefits-eligible employees at PSRC are provided a wide range of benefits including:

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Long-Term Disability (LTD)
- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation
- Personal Time Bank (PTB)/Vacation Pay
- Holiday Pay
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Transportation Incentive Plan (TIP)
- Flexible Spending Accounts (FSA)
- Life Assistance Program (LAP)
- Long-Term Care (LTC)
- Flexible Work Schedules

Other Information Related to Position:
- PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.
- This recruitment may be used to fill future openings for up to six (6) months.
- PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hired.

About the Puget Sound Region
Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world’s most successful and innovative companies are based here, including Microsoft, Starbucks, Amazon, Boeing, Costco, Paccar, Weyerhaeuser, Nordstrom, and many more. Outdoor activities are especially plentiful given the region’s natural beauty and mild climate. Hiking in the Olympic or Cascade mountains, kayaking on Lake Union, or cycling on one of the many rails-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.