



Job Description

Position: Administrative Assistant
Type: Hourly, Full-time, Permanent, Onsite
Hours: 8am to 5pm Monday through Friday (typical); other hours (occasional)
Environment: Shared office space with periodic interruptions
Activity: Sitting and standing (typical); stooping and lifting up to 40 pounds (occasional)
Location: Yakima, Washington
Wage Range: \$19.37 to \$25.83 per hour (based on qualifications possessed)
Annual position increases at agency board discretion (CPI-based COLA typical)
Benefits: (see separate employee benefits document)
Reports To: Executive Director
Direct Reports: None
Advancement: Limited (due to agency size)

Summary

Provides administrative support to the agency director, serves as the Clerk of the Board, and is a key position supporting the Agency's mission. Regularly interacts with compliance, engineering, and other internal staff. Periodically engages members of the public.

Qualifications—Required

Applicants are required to have, and be able to demonstrate, the following:

- High school diploma (or equivalent) and two years of experience working in a clerical, administrative, human resources, public relations, or related position or Applied Associate (AAS) degree in business or a related course of study.
- Understanding of, and ability to effectively use, spreadsheet, word processing, and presentation software.
- Strong verbal and written skills.
- Thoroughness, attention to detail, and accuracy.
- Understanding of general business concepts.

Qualifications—Preferred

Preference will be given to Applicants that have, and can demonstrate, one or more of the following:

- Bilingual (proficient in English and Spanish—spoken and written).
- Experience in government or other public sector work.
- Associate degree in business or related course of study.
- Experience or education in human resources.
- Familiarity with Washington Open Public Meetings Act and/or Public Records Act.
- Experience developing marketing, public relations, education, or outreach materials.
- Experience with Microsoft Office and/or LibreOffice application suite.

Duties and Responsibilities

- Act as Clerk of the Board including working with Y-PAC staff, handling meeting venue coordination and preparation, managing documents for board signature, acting as video conference host, etc.
- Draft and post agendas, manage posting and publication of special meeting, public hearing, and other notices, and ensure adequate public notice including Spanish language outreach.

- Draft minutes, assemble and post board packets, manage board member questions and requests for information, and handle venue coordination.
- Perform basic human resources functions including new employee intake, benefits enrollment, forms submission, etc.
- Assist with wood smoke reduction program including answering questions about the program, arranging qualifications, processing applications, coordinating with vendors, and managing paperwork.
- Provide supplemental front desk coverage as needed (calls, payments, receipting).
- Maintain equipment inventory and manage asset tagging and record keeping.
- Coordinate and provide support for meetings, conferences, and events hosted by the Agency.
- Manage mass communications including list maintenance and content creation.
- Assist in the development of outreach and education programs and supporting materials.
- Maintain proper organization of paper and electronic files and ensure they meet consistency, accuracy, and compliance standards.
- Support public records officer including monitoring and replying to records requests, assisting in collecting responsive records, and managing entry of request information and resolution.
- Manage purchasing and contracting including stocked, recurring, and non-recurring products and services in accordance with state law.
- Update web site content as appropriate.
- Complete other tasks and projects as may be assigned by the director.

About the YRCAA

The Yakima Regional Clean Air Agency is a small public agency serving Yakima County (excluding the Yakama Nation reservation) and one of seven air pollution control authorities in the state. It is governed by a five-member board, managed by a board-appointed Executive Director, and is responsible for assisting businesses and residents in meeting the requirements of federal and state air pollution control laws and enforcing compliance with them, issuing permits, monitoring air quality, responding to complaints, administering various programs, and educating the public regarding air quality. Additional information is available on the agency web site at www.yakimacleanair.org.

The Yakima Regional Clean Air Agency is an equal opportunity employer. We embrace diversity, are committed to creating an inclusive environment for all employees, and make employment decisions based on qualifications, merit, and business need.