



Washington State Convention Center
Administrative Supervisor
Position Description Summary

Department: Administrative Services

Salary: \$51,500

Supervisor: Vice President of Administration / AGM

The following is a summary of the general nature and level of work performed by the staff member in this position. This description is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities. Other duties may be assigned.

This position will be open until filled. Review of applications will begin immediately.

The Administrative Supervisor is responsible for supporting the V.P of Administration / AGM and the Administration Services team in the development and implementation of activities, programs and projects for business operations including, but not limited to policy/procedure, records management, archive file systems, procurement, front office/mailroom support and other activities, working across multiple departments.

Essential duties include, but are not limited to the following:

- Assist the Administrative Services team and provide executive administrative support to the V.P. of Administration / AGM in daily business operations across multiple departments.
- Directly supervise the assigned front office staff. Responsible for the efficient and courteous operation of the mail/supply room, front office and reception activities, including greeting guests, answering questions and directing callers and walk-in guests to the appropriate individual in a professional and timely manner.
- Plan, organize, supervise, provide exemplary leadership for and evaluate the performance and work of assigned staff. With staff, develop, implement and monitor work plans, office procedures, and schedules to achieve assigned goals and ensure consistent and extraordinary front office customer service for public and guests.
- Compose, edit, proof, and modify documents for print and online content including, but not limited to: policy/procedures, reports, memoranda, correspondence, presentations, agenda/minutes, items and other documents often of confidential nature; process a variety of documents for dissemination. Participate in planning sessions on a variety of business topics.
- Support the records management processes and procedures in compliance with applicable laws and regulations. Assist in the coordination of the work to develop, monitor and perform the organization's records management functions for both the archive and central file systems, including tracking, filing, arranging appropriate storage, monitoring, and retrieval of organization records.
- Support and maintain department-specific contracted services including, but not limited to: equipment selection and service (photocopiers, printers), outsourcing of copying and printing work, courier services, and bulk mailing service. Assist all staff in the operation of office machines such as the photocopiers, fax machines, postal machine, printers, and other miscellaneous pieces of equipment.
- Coordinate all organizational postal and mail activities including mail pick-up and preparation for daily or large deliveries.

Education and Experience

Bachelor's degree in business, projects planning, communications, human resources, administration or a related field. Equivalent combinations of education and experience may be considered.

Minimum of five years progressively responsible experience including direct supervision of employees and a focus in project coordination, records management, administration or related. Prefer direct experience coordinating a central filing system, archival system and developing office related procedures/systems in a hospitality or government industry.

- Requires related writing and editing work experience and Microsoft® Office Suite proficiency.
- Proven successful track record in project performance – the ability to understand the context and scope of assigned projects, sequence tasks to meet deadlines and deliver a quality product is essential to this position.
- Familiarity with writing procedures, policies, and work guidelines.

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- Strong proficiency in Microsoft® Office (Word, Excel, Outlook, PowerPoint) and other related database experience. Strong background using computer, fax, email, smart devices and general office equipment.
- Experience with basic database software and data entry.
- Excellent writing, editing and proofreading skills, with accuracy and attention to detail, as well as the ability to work efficiently and meet tight deadlines.
- Ability to work independently, managing long-term and short-term tasks and projects.
- Ability to be timely and professional in all interactions, and to work in a collaborative team environment.
- Ability to handle confidential information with a good degree of tact, discretion and diplomacy, and to maintain confidentiality. A professional demeanor in person, on the phone and in written communications.
- Ability to establish and maintain effective respectful working relationships with co-workers and clients.
- Ability to work simultaneously with a variety of vested interest groups and to foster cooperation within those groups.
- Ability to anticipate problems and implement immediate corrective action.

Application Process

- This position will be open until filled. Review of applications will begin immediately.
- The Application for Employment and Structured Questionnaire for this position are available online at www.wsccl.com or at the WSCC Service Entrance, located at the corner of 9th Avenue and Pike Street.
- Return these fully completed forms to the Service Entrance drop box in person or mail to:

WSCC Human Resources
705 Pike Street
Seattle, WA 98101-2310

Please Note:

- Resumes may be included, but not substituted for the Application for Employment or Structured Questionnaire.
- The applicant is responsible for submitting the completed Application for Employment and Structured Questionnaire. Providing incomplete documentation may delay action or disqualify the application.
- The final hiring process involves employment reference checks and a criminal background check.
- If accommodations are required to complete the application and/or interview process, please contact Human Resources at (206) 694-5038.

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Washington State Convention Center
Administrative Supervisor
Structured Questionnaire

Name:

Date:

Please type or clearly print your answers to the following questions on a separate sheet of paper (do not exceed four pages).

1. Briefly review your experience as an office manager, executive assistant, project coordinator or other. Please include the names and types of organizations in which you have previously worked, and the specific aspects of the work for which you have been responsible.
2. Please describe your experience in supervising staff and the specific responsibilities your role included, and what level of budget was your responsibility.
3. Describe your experience as a project coordinator including the types of projects have you been solely responsible for planning and coordinating.
4. Please describe your experience with and proficiency in writing, editing, proofreading and finalizing reports, policies, procedures, training manuals or other documents.
5. Please describe your experience with word processing, spreadsheets and database software, including data entry.
6. What comes to mind when you think of the Washington State Convention Center and why do you want to work here?

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Washington State Convention Center Public Facilities District Applying for Employment

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

| | |
|------------------------|------------------------|
| Applicant Name: | Position Title: |
|------------------------|------------------------|

1. Before Applying

Obtain a copy of the recruitment announcement for the position in which you are interested. Recruitment announcements are available on the Washington State Convention Center Public Facilities District (WSCC) website at www.wsc.com (under Careers), and at the Service Entrance located at 9th Avenue and Pike Street.

Compare your education and experience with the requirements listed on the recruitment announcement. If you meet the requirements, proceed with the application process. The recruitment announcement will also contain general, relevant information about the position such as some of the duties, requirements and special conditions.

2. What We Need from You

- Complete the Application for Employment and Structured Questionnaire by typing or printing clearly in ink
- Read instructions carefully and provide all requested information
- Start with your most recent experience and work backwards
- Emphasize your experience and education that relates directly to the requirements on the position announcement and summarize all other experience
- You may include a resume with your application packet if you wish
- Submit a separate Application for Employment and Structured Questionnaire for each recruitment announcement unless otherwise instructed
- Sign your application(s) at the bottom of page 2
- Legible photocopies may be submitted for other positions but must contain an original signature and current date

3. Where Do I Submit My Application Forms?

You may return the application forms either by mail or in person. Applications submitted electronically will not be accepted as an original signature on the document is required.

- Mail to: WSCC Human Resources
705 Pike Street
Seattle, WA 98101-2310
- Drop box: WSCC Service Entrance
9th Avenue and Pike Street

4. What Happens After We Receive Your Application Forms?

- You will receive a letter acknowledging receipt of your fully completed and signed application
- If you are selected for an interview, you will be contacted by the WSCC Human Resources department
- If accommodations are required for the interview, please contact Human Resources at (206) 694-5038
- Positions remain open until filled, unless otherwise specified or withdrawn



Application for Employment

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

Human Resources: (206) 694-5038

Job Line: (206) 694-5039

Washington Relay Service: (800) 833-6388

If you are selected for an interview and accommodations are required, please contact Human Resources at (206) 694-5038.

Position Title:

Instructions

- Carefully read the job announcement relating to the position for which you are applying
- Provide all information requested either by entering the individual fields on the online PDF form or by printing legibly in ink
- Be sure to complete all forms, including signatures and dates as indicated. An incomplete application may delay action or disqualify you
- Please return all required materials as indicated on the job announcement

| | | | | |
|---|---------------------------------------|---|--------------------------------|--|
| Last Name | | First Name | | Middle Initial |
| Street Address | | City | State | Zip Code |
| Home Phone () - | Message Phone () - | | E-mail Address | |
| Are you currently a Washington State Convention Center (WSCC) employee? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Have you previously worked for WSCC? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Are you 18 years or older? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Can you provide documentation that authorizes you to work in the United States of America? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If a driver's license is required for the position, final approval for employment will be subject to a review and approval of your motor vehicle records. If this position requires a license, do you have a valid Washington State Driver's License? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| How did you learn of this employment opportunity? | | | | |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> WSCC website | <input type="checkbox"/> WSCC lobby kiosk | <input type="checkbox"/> Other | <input type="checkbox"/> Current WSCC employee <input type="checkbox"/> Friend <input type="checkbox"/> Job Fair <input type="checkbox"/> Job Line |

| | | | | |
|---|-------------------------|---------------|---|-----------------|
| High School | Location (City & State) | | Graduate/G.E.D. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College or University | Location (City & State) | | Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Degree Title | Major | | Credit Hours | |
| Other Training | Location (City & State) | | | |
| Other Training | Location (City & State) | | | |
| Other Training | Location (City & State) | | | |
| Other valid professional licenses and certificates | Type of License | Issuing State | Registration No. | Expiration Date |
| Names of relatives employed by WSCC | Department/Division | | Relationship | |
| Have you been convicted of a felony within the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, for what were you convicted? | | | | |
| Note: A conviction will not necessarily bar you from employment and will be considered only if it relates reasonably to the job duties. | | | | |

Previous Employment: This section must be completed in detail. A resume will not substitute for a completed WSCC application unless the job posting so indicates. Beginning with your present or most recent employment, list work experience gained during the past 10 years. Include any periods of self-employment, U.S. military service, and any job-related volunteer experience. If more than one position has been held with the same employer, list each separately. If additional space is necessary, please attach additional sheets.

| | | | |
|------------------------------------|----------------------------------|--|----------------|
| Job Title | | Employer's Name and Address | |
| Supervisor's Name | | | |
| Supervisor's Phone Number () - | Employer's Phone Number () - | Number of employees supervised by you | |
| Dates Employed (Mo./Yr.) / to / | | Hours per week | Last Salary \$ |
| Duties | | Reason for leaving or considering change | |
| Job Title | | Employer's Name and Address | |
| Supervisor's Name | | | |
| Supervisor's Phone Number () - | Employer's Phone Number () - | Number of employees supervised by you | |
| Dates Employed (Mo./Yr.) / to / | | Hours per week | Last Salary \$ |
| Duties | | Reason for leaving | |
| Job Title | | Employer's Name and Address | |
| Supervisor's Name | | | |
| Supervisor's Phone Number () - | Employer's Phone Number () - | Number of employees supervised by you | |
| Dates Employed (Mo./Yr.) / to / | | Hours per week | Last Salary \$ |
| Duties | | Reason for leaving | |
| Job Title | | Employer's Name and Address | |
| Supervisor's Name | | | |
| Supervisor's Phone Number () - | Employer's Phone Number () - | Number of employees supervised by you | |
| Dates Employed (Mo./Yr.) / to / | | Hours per week | Last Salary \$ |
| Duties | | Reason for leaving | |

I certify that all statements on my application materials are true to the best of my knowledge. I understand that false statements shall be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I agree and give my consent that any person, firm, or organization listed hereon is authorized to furnish WSCC with reference material concerning my character, past employment, or any other information requested. Further, I understand that at the time of hire I will be required to provide documentation that authorizes me to work in the United States of America.

Printed Name _____ Signature _____ Date _____

- Be sure to complete all forms, including signatures and dates as indicated. An incomplete application may delay action or disqualify you
- Unless otherwise instructed, please return your application forms to the WSCC Service Entrance located at the corner of 9th Avenue and Pike Street or mail to: WSCC Human Resources Department, 705 Pike Street, Seattle, WA 98101-2310



Washington State Convention Center Public Facilities District Authorization to Release Reference Information

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

Notice to Employment Applicant

This form is used to obtain relevant information from references to be used in considering your candidacy for employment with the Washington State Convention Center Public Facilities District (WSCC). We may contact individuals for information beyond the list of references that you may provide us, including current or previous employers, supervisors, co-workers, and others.

Reference Information Release Authorization Statement

With my signature below, I, _____, authorize WSCC to contact current and previous employers, supervisors, co-workers, and others regarding my employment and education history, including, but not limited to, training, knowledge, work experience, and performance, in order to obtain information that may be used in evaluating my candidacy for employment.

I knowingly and voluntarily release WSCC, its board of directors, its individual employees, and all of my former or present employers, their individual employees, and other individuals, from any and all unknown claims for damages or other relief arising out of this request for and receipt of information to the extent permitted by law.

A photocopy of this signed Authorization is as valid as the original and shall be provided to anyone from whom information is requested in determining my qualifications.

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

Professional References (supervisors, co-workers, subordinates):

| | | |
|------|------------------|-----------|
| Name | Company/Position | Telephone |



Washington State Convention Center Public Facilities District Voluntary Applicant Questionnaire

This information will be used by Human Resources for statistical purposes only

The board of directors of the Washington State Convention Center Public Facilities District (WSCC) has been and remains firmly committed to a policy of equal employment opportunity and nondiscrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, genetic information, age, religion, veteran status, military service, disability or any other status protected by law. WSCC is committed to a policy of equal employment opportunity in the workplace.

The purpose of this questionnaire is to effectively monitor outreach efforts to create a broad applicant pool. Completion of this questionnaire is entirely voluntary and its contents will remain confidential. The Applicant Questionnaire will be detached from the other materials in the application package and will be kept in a separate statistical file which is not used in the hiring process. The information contained within will not be considered when making hiring or other employment decisions, nor will it be shared with any WSCC representative making these decisions. Failure to provide this information will not affect the status of your application. If you do not wish to provide this information, please check the box below, sign the form and return it with your application.

| | | |
|---|----------------------------|----------------|
| Last Name | First Name | Middle Initial |
| Gender <input type="checkbox"/> Female <input type="checkbox"/> Male | Date of Birth (MM/DD/YYYY) | |

Ethnicity/Hispanic Origin

Hispanic origin includes all persons of Mexican, Puerto Rican, Cuban, Central American, South American or other Spanish culture or origin, regardless of race. It does not include persons from Portuguese speaking cultures such as Portugal or Brazil. The Spanish/Hispanic/Latino question is about ethnicity, not race.

Are you of Hispanic Origin? Yes No

Race Information (check all that apply)

- American Indian/Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black/African-American:** A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian/Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White/Caucasian:** A person with origins in any of the original peoples of Europe, the Middle East or North Africa.

Disability Information

For data reporting purposes, a disability, as defined under the Americans with Disabilities Act, is a physical or mental impairment which substantially limits one or more major life activities. A physical or mental impairment is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. The regulations also cover any mental or psychological disorder.

Do you have a physical or mental condition that substantially limits any of your major life activities? Yes No

I do not wish to provide this information.

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|



Washington State Convention Center Public Facilities District Veteran's Preference

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| | | |
|-----------|------------|----------------|
| Last Name | First Name | Middle Initial |
|-----------|------------|----------------|

Eligibility for veteran's preference is defined in RCW 73.16.010 as honorably discharged soldiers, sailors and marines who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they provide the capacity necessary to discharge the duties of the position involved: PROVIDED, that spouses of honorably discharged veterans who have served connected permanent and total disability shall also be preferred for appointment and employment.

Are you a military veteran eligible for veteran's preference?

- No
- Yes

Are you a widow/widower of a military veteran eligible for veteran's preference?

- No
- Yes

Are you a spouse of an eligible military veteran with a service connected permanent and total disability?

- No
- Yes

Applicants claiming veteran's preference eligibility may be required to provide documents to verify eligibility, such as a DD 214 or NGB 22.