



Effective: July 1, 2018
City of Sweet Home
Administrative Assistant 1 (confidential)
Job Description
FLSA Non-exempt
Non-Bargaining
Approved by: Ray 07 18 18

ADMINISTRATIVE ASSISTANT 1
(confidential)

A. SUMMARY:

The Administrative Assistant 1 performs specialized duties to assist the City Manager by performing administrative support and office management functions; performs research, compiles data; serves as liaison between City Manager, City Council, City departments, advisory boards and outside agencies. This position also acts as a confidential Administrative Assistant to the City Manager.

The Administrative Assistant 1 assumes responsibility for managing the City Manager's office functions. A broad knowledge of City and departmental policy and procedure is required to assist the public and staff and to serve as spokesperson for the City Manager.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general guidance of the City Manager. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Professional discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibility in area of service. Periodic reviews of work performance are conducted in terms of expected results.

C. EXAMPLES OF DUTIES: The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Process and maintain confidential documents including: personnel records, workers' compensation, financial, statistical, inventory and other records
2. Act as custodian of all official employee and volunteer personnel files.
3. Computes applicable salary changes, prepares report of personnel action forms for Department Heads and Executive staff, and forwards information to payroll in a timely manner.
4. Oversee Employee Recognition Program
5. Assist Supervisors/Managers with grievance procedures
6. Assembles and maintains orientation information, employee handbooks, and other Human Resources-related materials
7. Maintain and update position classifications
8. Responds to request for employment verification of current and former employees
9. Tracks and maintains numerous time-sensitive records, such as I-9s, performance appraisals, certifications and licenses

10. Prepare and distribute internal and external job postings
11. Assist in coordination of personnel recruitment, selection, and orientation of new employees
12. Assist to implement programs, policies and procedures to improve the effectiveness and efficiency of the department
13. Assist City Council with Microsoft Office software questions, troubleshoot issues
14. Receive correspondence in person or by telephone on behalf of City Manager and City Council
15. Assist in the creation and email distribute employee newsletters
16. Assist in the upkeep of various City electronic communication including website, social media and other methodology
17. Perform complex word processing and data entry; type from dictation, rough draft or notes and operate a variety of complex office equipment
18. Maintain official City documents and records, including filing, indexing and codification
19. Certify, notarize, and record City documents
20. Provider notary service
21. Responsible for processing Banner and Parade Permits
22. Attend and assist various committees of the City Council
23. Schedule and attend various committee meetings; record, prepare and distribute agendas and official minutes
24. Attend a wide variety of public meetings. Independently plan, prepare and distribute department legal notices, public meeting notices, press releases, publicity, minutes, etc.
25. Develop office procedures; assist in budget preparation
26. Receive, review and distribute OLCC permit applications and renewals
27. Assemble information and prepare agenda for City Council bi-weekly and special meetings
28. Prepare and distribute Council packets
29. Assure appropriate posting of legal notice of public meetings
30. Coordinate, schedule and assign quarterly employee training modules thru CIS
31. Coordinate incoming and outgoing information, paper-flow, calendar, training and travel arrangements for the City Manager and City Council
32. Oversee the indexing, processing, copying, distribution, filing, and certify copies of ordinances, resolutions, official minutes and other public records; maintain and supervise codification of the Municipal Code
33. Order and maintain general office and specialized supplies and equipment
34. Continues professional education and growth through membership in appropriate professional organizations and attendance at appropriate conferences and training opportunities as time and budget allow
35. Performs other duties including leading special projects or initiatives as directed by the City Manager
36. Assists other staff in the performance of their duties as assigned

D. QUALIFICATIONS

Knowledge of:

- Office procedures, including effective filing and accurate record keeping techniques
- Public Record keeping methods
- Microsoft Excel (spreadsheet software) and Microsoft Word (word processing software)
- Department or division policies and procedures in order to provide assistance, exchange information and solve problems
- Oregon Revised Statutes that affect municipal government

Ability To:

- Exercise independent judgment within established procedures
- Apply policies and procedures
- Interpret to public and other departments or division information requiring a thorough knowledge of department or division policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Demonstrate strong organizational skills and strict attention to detail and process
- Use database, calendar, word-processing, and other organizational office computer software effectively
- Gather and sort relevant information from various sources and records successfully
- Communicate effectively and professionally with diverse audiences, including the public and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials
- Maintain accurate records
- Maintain regular job attendance and adherence to working hours
- Operate a motor vehicle safely and legally

E. WORK ENVIRONMENT/PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a workstation for extended periods, the employee will typically perform in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions and background noises.
- Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each
- Must be able to attend evening meetings (Council, Budget, etc.). Occasional weekend and overnight travel for attendance at professional development opportunities and/or to represent the City at various functions is required.
- Travel is not a regular part of this classification, with the exception of running administrative errands on occasion.

EXPERIENCE AND EDUCATION

Experience

Five years secretarial experience of a progressive responsible nature, two years of which must have been in a public setting OR a satisfactory equivalent combination of education, experience and training. Associate's degree in Business Administration or a business college degree with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; and one year of office work experience including administrative experience of an increasingly responsible nature; or any equivalent combination of related education and experience. May require specific experience or training in a specialized field such as financial management and/or human resource systems.

Education

Associate's degree in Business Administration or a business college degree with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; and one year of office work experience including administrative experience of an increasingly responsible nature; or any equivalent combination of related education and experience. May require specific experience or training in a specialized field such as financial management and/or human resource systems.

LICENSE AND CERTIFICATE

State of Oregon Driver's License or ability to obtain within six (6) months
Obtain within six (6) months of employment, and maintain throughout
employment a Notary Public Commission

Desirable Qualifications

Experience in local government preferred.