



Effective: July 1, 2018
City of Sweet Home
Administrative Assistant 2
Job Description
FLSA Non-exempt
AFSCME Represented
Approved by: Ray 07/18/18

ADMINISTRATIVE ASSISTANT 2

A. SUMMARY:

The Administrative Assistant 2 performs specialized duties to assist the Public Works Director by performing administrative support and office management functions; performs research, compiles data; serves as liaison between Public Works Director, City departments, advisory boards and outside agencies.

The Administrative Assistant 2 assumes responsibility for managing the Public Works 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 Public Works Director.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general guidance of the Public Works Director. 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. Assist to implement programs, policies and procedures to improve the effectiveness and efficiency of the department
3. Computes applicable salary changes, prepares report of personnel action forms for Public Works staff, and forwards information to payroll in a timely manner
4. Receive correspondence in person or by telephone on behalf of Public Works Director
5. Coordinate City's Safety, Health and Wellness programs and activities
6. Assist Administration office with maintenance of various City electronic communication including website, social media, work order tracking and other methodology
7. Perform complex word processing and data entry; type from dictation, rough draft or notes and operate a variety of complex office equipment
8. Tracks and maintains numerous time-sensitive records, such, performance appraisals, certifications and licenses

9. Attend and assist various committees related to operations of Public Works including beautification and safety committee
10. Schedule and attend various committee meetings; record, prepare and distribute agendas and official minutes
11. Develop office procedures; assist in budget preparation
12. Receive, review and distribute mail
13. Provide notary service
14. Coordinate and schedule office and City activities relating to Public Works
15. Coordinate incoming and outgoing information, paper-flow, calendar, training and travel arrangements for Public Works Director and Public Works staff
16. Order and maintain general office and specialized supplies and equipment
17. Maintains Material Safety Data Sheets MSDS for the City
18. Oversees the City of Sweet Home Safety Incentive Program
19. Continues professional education and growth through membership in appropriate professional organizations and attendance at appropriate conferences and training opportunities as time and budget allow
20. 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
- Public Works operations, policy and procedures to answer questions, provide services, and serve as liaison for Public Works Director
- 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

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
- 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

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.