

 **City of Pendleton**

 **Job Description**

 **Administrative Assistant/**

 **Deputy City Recorder**

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| --- | --- |
| **Department**: Administration  | **FLSA**: Non-Exempt |
| **Reports to**: Administrative Services Officer  | **Representation**: Unrepresented |
| **Pay Range**: Confidential/Supervisory Range 2  | **Date**: September, 2019 |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

Provides executive and confidential support to the City Manager and City Recorder (Administrative Services Officer). Performs administrative support tasks ranging from simple to complex and frequently requires handling of sensitive and confidential information. Work performed involves computer word processing, public relations and record keeping. Attends and records minutes of City Council, Development Commission and other meetings as assigned. Work performed involves routine contact with elected officials, management employees, and the general public; and an overall knowledge of City operations.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

Provides administrative support to the City Manager, including preparation of correspondence, Requests for Action, Resolutions, Proclamations, administrative policies, etc.; may gather and prepare data for studies, reports and recommendations; and coordinate activities with other departments and agencies as needed.

2. Provides administrative support to Mayor and Council, including: distribution of mail, making reservations for conferences, preparing correspondence, and preparing City Council agendas and meeting packets.

3. Provides administrative support to the City Recorder, including taking minutes of City Council, Pendleton Development Commission, Progress Board and other meetings as assigned; assisting with archival record storage, retrieval and destruction; processing records for recording with the County; maintaining official City documents including agreements, contracts, leases, easements, deeds, ordinances, resolutions, minutes, and correspondence.

4. Provides administrative support for Human Resources, including updating and filing personnel records; posting and distributing recruitment announcements for job openings; copying applications; sending letters to unsuccessful applicants; and providing support work in labor issues and all confidential correspondence.

5. Completes annual special projects such as budget document for City and Urban Renewal, CIP document, Ordinance Compilation, coordinating the Spring Clean-Up Day, assisting with the Pendleton Leadership luncheon, and helping to prepare for Martin Luther King Inservice Day.

6. Performs secretarial duties including: reading and routing incoming mail and processing outgoing mail; ordering supplies for administration; ordering copy paper and stationery for all City Departments; updating and posting information to City web and Facebook pages; notarizing documents; arranging for repair of office equipment; preparing correspondence to citizens to communicate council action (approval of community events); scheduling of Community Room, Jury Room, Council Chambers and Admin Conference Room. Responsible for processing and keeping records for special requests including banner permits, woodstove loan payments, Block Party/Street Closure requests, Public Address requests, Liquor Licenses, and the Seaport account. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

7. Performs receptionist duties including answering telephone and greeting visitors and providing information, service or direction as appropriate. Responds to public complaints, requests, and inquiries on City operations. May require research and follow-up.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Send out quarterly safety inspection requests and compile reports.

2. Assists with special occasion preparation, such as annual Finance Appreciation Day, Employee picnic, Leadership class luncheon, ordering flowers, cards, etc.

3. Attend training.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required; and
2. Associate Degree or a Business College certificatein related field is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: progressively responsible experience in secretarial or administrative work required. At least one (1) year in public sector preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [ ]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must possess at time of hire or become within six (6) months a notary public.
4. Certified Municipal Recorder preferred.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of office administration.
2. Knowledge of organization and functions of City government.
3. Knowledge of City policies, procedures, regulations, and codes related to area of public meetings and records management.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to operate computers proficiently.
6. Ability to prepare clear, concise and complex correspondence, reports and other written materials.
7. Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy and community issues.
8. Ability to work independently in the absence of direct supervision.
9. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc., and attend meetings, training, etc.
10. Ability to establish and maintain effective working relationships.
11. Ability to work as a team member.
12. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
13. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the Administrative Services Officer. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[x]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[x]  Early morning and/or evening meetings

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 6/4/10

Revised: 11/4/15

Revised: 9/19

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.