

 **City of Pendleton**

 **Job Description**

 **Office Specialist 3 - PCC**

|  |  |
| --- | --- |
| **Department**: Pendleton Convention Center (PCC)  | **FLSA**: Non-Exempt |
| **Reports to**: PCC Director  | **Representation**: SEIU |
| **Pay Range**: Salary Range 17  | **Date**: January, 2011 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Position exists to provided administrative support to the Pendleton Convention Center, including: working directly with clients to coordinate events, maintaining the schedule of events; coordinating the work of other PCC staff; processing financial documentation including coding invoices for payment and assisting with budget preparation; and providing other administrative support such as answering phones, assisting customers, preparing correspondence and reports, and maintaining departmental records.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Event Coordination Works with clients to determine event requirements, such as space needs, dates, set-up requirements, meals, table arrangements, etc. Using contract forms provided by City Attorney, executes rental agreement or contract with client. Works directly with the client to determine how to meet their needs. Coordinates meals/refreshments between the client and the caterer. Creates the convention center’s schedule of events and maintains corollary calendars and summaries. Posts schedule of events to web site.

2. Coordinate Work Plans and directs work assignments of full-time and part-time staff. Must understand each event’s requirements, and the amount of time it takes to set up arrangements for each event in order to calculate timing of set up and impact of one event on another. If large event requires extra staffing, makes arrangements for additional workers from pool of part-time staff, through temp service agencies, or by hiring temporary laborers. Coordinates community service workers with the Municipal Court and tracks and reports their hours worked on report form. Schedules maintenance projects, taking into account such things as working around events and employee vacation schedules. Provides training to new employees.

3. Process Financial Information Responsible for purchasing and coding invoices for payment through the Finance Department. Approves the purchases by the maintenance staff. Using reports provided by Finance, tracks the department expenditures and compares against internal records to assure accuracy. Makes recommendations to Department Manager for capital improvement purchases, including researching cost and getting bids. Prepares credit advice forms for Finance to use in processing accounts receivable. Prepares draft annual budget recommendation for Department Manager.

4. Administrative Support Answer phones, greet customers, provide directions, process incoming mail, prepare correspondence, maintain department records, including financial, contracts and rental agreements. Is secretary for the PCC Commission and prepares agendas, mails notices to commission, takes minutes of meetings, and prepares any research or documentation needed by the commission, such as a spreadsheet of event profits.

5. Miscellaneous Acts as liaison with the Happy Canyon and Round-Up board of directors. Tracks money received from grants. Prepares research in support of grant applications, such as pricing and comparing projectors. Make updates to web page. Prepare special reports, like marketing statistics for Department Manager or event costing report for Commission. Design brochures for printer.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Is on-call for alarms and site inspections.

2. Attends meetings and trainings.

3. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

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

1. High School Diploma (or GED) is required; or
2. Associates Degree or a Business College certificate 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

☐ 3 – 5 years

☐ 5 – 8 years

☐ Other

Describe experience: A minimum of two (2) years increasingly responsible office experience.

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. ☒ Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3**. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of modern office practices and procedures.
2. Knowledge of, and proficiency in, computer use and electronic data processing.
3. Knowledge of English and composition, spelling, punctuation and arithmetic.
4. Knowledge of City policies, procedures, and regulations related to office management.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Skill in managing, hosting, coordinating events.
7. Knowledge of elementary accounting practices and principles.
8. Ability to make decisions independently in accordance with established policy.
9. Ability to perform recurring duties independently and to complete new tasks with limited supervision.
10. Ability to work harmoniously with other employees and to deal tactfully with the public.
11. Ability to handle stressful situations.
12. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, clients, etc., attend meetings and trainings, etc.
13. Ability to establish and maintain effective working relationships and work as a team member.
14. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
15. 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):

☒ MS based word-processing, spreadsheet, and/or data base programs

☒ Outlook or other email communication.

☒ Internet and/or social media

☒ Presentation or desktop publishing software

☒ Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

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

1. This position does not supervise other staff.
2. This does provide lead worker direction on projects to department staff and temporary workers.
3. This position reports to the PCC Manager. Supervision received is (Choose one):

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

 ☒ 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.

☐ 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

☐ Controversial

☐ 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.

☐ 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.

**8. 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.

☐ 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:*

☒ 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 however persons in this classification may be assigned to attend meetings or run activities in the evenings, early morning or on weekends, or be on-call. Variations include (check all that apply):

☐ Frequent or regular overtime

☒ 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.*

Drafted: 1/4/11

Adopted:

Revised: August, 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgment/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.