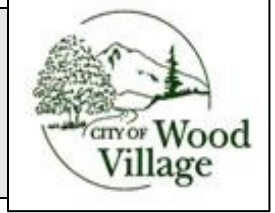


Position Description:	Administrative Assistant
Department:	Administration
Supervised By:	Assistant to the City Administrator
Supervision Duties:	None
Employment Status:	Non Exempt



GENERAL DESCRIPTION

The Administrative Assistant performs a variety of highly responsible complex and advanced secretarial and clerical work requiring knowledge of a special field. Duties are varied and are carried out with a high degree of confidentiality, discretion, and independent judgment. Considerable knowledge of city policies and procedures are required at this level.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position.

This job description does not constitute an Employment Agreement between the employer and employee and is subject to change by the city as the needs of the city and requirements of the job change.

ESSENTIAL JOB FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established by the city's Performance Management System.

Typical Duties

1. Manage administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.
2. Set up office systems including file maintenance, correspondence deadlines, and project management for own work.
3. Provide backup phone and customer support at the city's front counter.
4. Prepare and compose letters, reports, and correspondence and perform other clerical administrative support duties as directed from time to time. Maintain confidentiality.
5. Perform or establish procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining logs/spreadsheet, and other similar administrative support.
6. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
7. Ensure that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner; decide whether a higher authority should be notified of important or emergency matters.
8. Manage all steps in the nuisance abatement process while maintaining quality customer care and professionalism in dealing with regulatory matters.

9. Periodically evaluate process and program effectiveness and take action to maintain continuous improvement.
10. Serve as purchasing agent for all city office supplies and all non public works equipment and capital improvement purchases.
11. Provide clerical assistance to the Mayor under the oversight and direction of immediate supervisor.
12. Plan, organize, advertise, and oversee all city sponsored community events. Carry out all activities necessary to meet the city's criteria for successful events. Write detailed post-event reports recording necessary actions for each event and any improvement recommendations.
13. Produce, print and distribute city-wide newsletter; coordinate neighborhood and Business Watch Program.
14. Process all Citizen Service Requests.
15. Route all city email in General Email File.
16. Maintain the city's website with pertinent up-to-date information. Work with other city staff to determine what website functions they need to support their areas of responsibility.
17. Coordinate employee birthday celebrations and other employee social events; do room and equipment set up for all administrative meetings.
18. Follow all safety rules and procedures, and contribute to the safety of co-workers and the general public.
19. Participates as an active Administration team member by contributing to program development and organization planning.
20. Perform responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
21. Maintain work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

22. Other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

Graduation from high school or equivalent, with supplemental related college coursework preferred. Three years of progressively responsible office assistance, record keeping and secretarial work required. Any equivalent combination of training and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

Certifications and Licenses

Must have a current Oregon Driver's License or the ability to obtain one.

Knowledge, Skills and Abilities

1. Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
2. Proficient in the use of a variety of general office equipment and skilled at typing at a speed necessary for successful job performance.

3. Knowledge of communication principles and practices.
4. Knowledge of principles of business letter writing and report preparation.
5. Knowledge of correct English usage, spelling, grammar and punctuation.
6. Knowledge of modern technology regarding office procedures, methods and computer equipment.
7. Knowledge of basic business arithmetic.
8. Ability for rational, independent thought processes.
9. Ability to establish and maintain effective relationship with the public and co-workers to communicate effectively
10. Ability to maintain confidentiality of private and sensitive information and documents.
11. Ability to respectfully respond to requests and inquiries from the general public in person and over the telephone.
12. Ability to analyze and resolve problems in a logical and effective manner.
13. Ability to perform research, compile and analyze data, and write clear, concise and accurate reports on complex subjects.
14. Ability to deal with the public and city officials with diplomacy and tact.
15. Ability to interpret, apply and explain applicable rules and regulations.
16. Ability to understand and follow oral and written instructions.
17. Ability to maintain accurate records and files.
18. Ability to simultaneously manage multiple job assignments.
19. Ability to contribute effectively to the accomplishment of city goals, department objectives and activities.
20. Ability to communicate clearly and concisely, both orally and in writing.
21. Ability to establish and maintain effective working relationships with those contacted in the course of work.
22. Ability to contribute to the efficiency and effectiveness of the city's service to its customers by offering suggestions, and directing or participating as an active member of a work team.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.