

City of Oregon City

Position Description

Position: Administrative Assistant	AFSCME
Department/Site: Various	FLSA: Non-exempt
Evaluated by: Department Director / Manager	Salary Grade: 27

Summary

Under general supervision positions in this class are responsible for providing analytical and specialized administrative support to relieve and assist executive, administrative, and staff managers of complex details and advanced administrative duties. Work is generally of a critical, sensitive or confidential nature.

Distinguishing Career Features

The Administrative Assistant represents an experienced position in the administrative career path encompassing administrative and secretarial support. The Office Specialist career path is designed to recognize entry-level to journey-level skills that provide general secretarial and clerical support to customer service oriented functions. Advancement to Administrative Assistant is based on a department's need for administrative and project support, a demonstrated ability to perform financial record keeping for major projects, contract administration, and schedule and sequence the required reporting and other time sensitive activity. The Administrative Assistant has independent administrative responsibility for a function, a project, a unit within a department, or for a total technical/professional function. They resolve administrative problems on the application of unclear policies to specific cases not requiring professional-level analysis and decision-making; prevent matters from needing resolution by the executive. The Administrative Assistant may supervise lower level administrative/clerical staff, including priority setting, performance evaluation, recruitment, hiring, and discipline.

Essential Duties and Responsibilities

- Create, type and proofread a diverse variety of reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities. Utilize information from existing information systems and resources for reports but is able to conduct research and assess other available information when necessary. Organizes information to fit into requested formats.
- Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- Provide significant support in the preparation and administration of the assigned department budget; monitor expenditures including reviewing and processing purchase requisitions and purchase orders; recommend modifications or adjustments, as appropriate.
- Oversee, assign, coordinate and review the work of assigned clerical staff; direct work flow; ensure compliance with departmental guidelines, policies and procedures.
- Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information, as appropriate.
- Coordinate and track training and travel arrangements for departmental staff.

- Maintain a calendar of activities, meetings and various events for the assigned department and managers; coordinate activities with other City departments, the public and outside agencies.
- Receive and/or prepare work requests. Enters information into a database used to plan and prioritize work. Distributes work requests and coordinates supply and material needs. Prepares periodic lists of outstanding work requests, schedules, status and completed requests.
- Responds to inquiries and conveys information about programs and services provided by the department. Receives inquiries from customers and citizens in general, conveys policies and procedures, and refers difficult or sensitive matters to the manager.
- Creates and maintains digital and/or paper alphanumeric filing and information retrieval systems. Develops intra-and-interdepartmental information flow processes. Reviews procedures and methods to recommend improvements that enhance efficiency.
- Inputs and retrieves information into/from relational databases. Updates information and maintains data files. Accesses relational databases such as those for business transactions, planning, public works and law enforcement, to extract information and standardize reports.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary. Identifies and works with staff from other divisions and external sources to meet information and resource needs.
- Coordinates and provides support to request-for-proposal and bid selection processes. Prepares documents, copies of drawings and project materials and sets up contractor files for project and contract administration.
- Maintains approved budgets including those for complex capital projects and grants, transaction records and audit trails, including those for special projects, contracted services and grant-funded activities. Prepares work-in-progress performance reports.
- Operates a variety of office equipment including copiers, scanners and computers; input and retrieve data and text; organize and maintain digital data storage and filing.
- Populate the department website with relevant information and update as appropriate.
- Research and evaluate published subject matter associated with proposed or existing programs or procedures.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a basic knowledge of the policies and procedures associated with the assigned department. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Requires the ability to receive and properly control sensitive, confidential, and private information. Requires the ability to learn, interpret, explain and apply knowledge of municipal government and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve the Director of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts. Requires the ability to learn and enter, import, and export data to and from databases within a reasonable time frame. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position typically requires knowledge equivalent to completion of college-level business courses and four years of progressive administrative specialist experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal health and safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.