

City of Oregon City

Position Description

Position: Senior Administrative Assistant	AFSCME
Department/Site: Various	FLSA: Non-Exempt
Evaluated by: Department Director or designee	Salary Grade: 32

Summary

Performs a variety of confidential secretarial and administrative support duties for department head or equivalent group leader.

Distinguishing Career Features

The Senior Administrative Assistant represents the senior position in a two-level confidential 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 major department head's need for administrative and project support of a confidential nature. Advancement to Senior Administrative Assistant requires at least three years as Administrative Assistant or equivalent and 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.

Essential Duties and Responsibilities

- Performs secretarial, technical, and administrative support duties by applying learning from prior experience, in-depth knowledge of the special terminology of the department, and a working knowledge of the functions and procedures of other departments.
- 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 Director.
- Provides assistance to schedule planning and other business cycle processes. Forwards information to other departments.
- Creates and maintains alphanumeric filing and information retrieval systems. Develops intra-and-interdepartmental information flow processes. Reviews procedures and methods to recommend improvements that enhance efficiency.
- Types from rough drafts or verbal instructions a variety of materials such as letters, memorandums, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May transcribe dictation.
- Performs receptionist duties. Receives and screens visitors and telephone calls, referring to others as appropriate. Takes and forward messages.
- Arranges miscellaneous meetings. Prepares schedules and informs participants, confirming dates and times. Take notes, and maintains records of the proceedings from routine departmental meetings. May make hotel and travel reservations.

- Inputs information onto 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 standardized reports.
- Compiles information from existing information systems and resources for reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- 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.
- Researches archives, business transactions, meeting recollections, etc., to compile reports for management or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the department. Maintains confidentiality of private and sensitive information. Collects, assembles, prepares, and may interpret data used in collective bargaining or in sensitive employee or customer issues.
- Assists the department management with development of department budget proposals, maintaining communications with work teams on status and information needs.
- 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.
- Assists with purchasing and other financial processes. Receives, verifies, and processes invoices for equipment, supplies and services purchased by the department. May initiate line item transfers within same funds. Screens payroll timesheets submitted by departmental staff prior to forwarding onto payroll for final review and processing.
- Assigns data gathering and administrative tasks to other support staff assigned to the department.
- 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 in-depth knowledge of the organization, policies, procedures, and routines

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, assign work to others inside and outside the department, 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 that of an Associate Degree and four years of progressive secretarial experience, including two years in the equivalent capacity to an Administrative Assistant. Experience supporting engineering and construction is preferred. Additional progressively secretarial experience may substitute for some higher education.

- **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.