CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT

Department: Planning	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: F
FTE Status: Full Time	Date: January 2019

General Functions:

Under the general supervision of the Department Manager, position performs a wide variety of 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 and the ability to apply policies without the presence of clear procedures are required at this level. Trains or assigns duties to other secretarial or clerical staff.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.

2. Formats and types correspondence, small and major reports, plans, and other material on general and technical subjects from handwritten copy or rough draft; may photocopy and distribute materials to designated persons or locations.

3. Provides information to the public and to City departments by telephone, in person, and in writing explaining City policies, procedures and timeliness to ensure compliance with and an understanding of City rules, regulations or functions.

4. Performs a variety of tasks requiring a specialized area of expertise. Areas may include, but are not limited to, specialized skills and duties in the areas of human resources, computer systems, records retention, elections,

conformance with State and Federal mandates, or other responsibilities as assigned. Specific tasks vary by area of responsibility.

5. Independently researches and prepares reports on a variety of subjects; compares or compiles data to produce assigned reports by checking data, making necessary contacts, and producing data in final form; develops recommendations based on data collected.

6. Oversees the maintenance of records, files and books to provide accurate information on activities and actions; files letters, forms, memos and other information; retrieves and routinely logs information as necessary, executes meeting arrangements; and tracks/manages office budget.

7. Trains clerical and other support staff as assigned.

SPECIFICATIONS:

1) <u>Job Preparation:</u>

a) Education:

i) Requires graduation from high school or equivalent GED Certificate. Supplemental related college course work and/or AA degree or equivalent combination.

ii) Any equivalent combination of education and experience, as determined by the hiring authority, will be considered.

b) Experience:

i) Three (3) years of progressively responsible experience as an Administrative Staff Assistant or similar duties is required.

ii) Must have experience meeting and dealing with the public while maintaining a pleasant and courteous manner. Proficiency in word processing/or spreadsheet software is required.

c) Training:

i) Required skills include operation of office equipment such as calculator, copy machine, Dictaphone and personal computer. Knowledge and correct usage of English grammar is required.

ii) Requires ability to accurately compile data and transfer to forms and reports and to maintain accurate records.

iii) Requires ability to work independently in accordance with established City or departmental policies and ability to formulate office policy and procedure.

iv) Requires knowledge of specialized area of responsibility.

v) Must have ability to maintain confidentiality of sensitive information and documents.

2) Supervision:

Received: Work is performed highly independently with Department Head or supervisor reviewing work for accuracy, results obtained and conformance with standard practices and legal deadlines.

Exercised: Is responsible for the training and assigning duties to clerical and other support staff.

3) Communication:

Requires frequent and often complex communication with City departments, department heads, City employees and general public (seeking services and/or information). Communicates, upon request, with other governmental agencies regarding requests for information, notices of meetings, etc.

Contacts include those associated with setting up meetings, coordinating receipt of reports and other materials requested or required by assigned departments. May provide back up assistance for other departments upon request.

Occasional contacts made with City residents are made upon request. Questions are answered or referred to appropriate source. Contacts with the general public are made as part of telephone and counter receptionist duties.

Position is entrusted with confidential or sensitive information when providing clerical support, gathering and compiling information, and attending administrative meetings, including, on occasion, collective bargaining and/or labor relations' meetings information from department heads or city council.

4) Cognitive Functions:

Most work is governed by written procedures and guidelines. Independently researches and recommends improvements to policies, procedures, systems, methodologies, etc., to supervisor.

Errors could result in inaccurate information being disseminated to employees, City Council, Planning Commission and the general public. Cost to the City may include loss of credibility, employee grievances and legal action.

Precedent is sometimes available for resolving problems encountered.

Many tasks are well-defined. Some tasks are assigned without strict guidelines, relying on the incumbent's skills and expertise to complete assignment.

Decisions made in the course of work are related to responding to questions and to applying policies sometimes without the presence of clear procedures.

5) Working Conditions:

Has normal business hours, may include evening meetings, as assigned.

6) Resource Accountability:

Under the supervisor's direction, maintains official City/department records and other assigned departmental files, records and documents. Responsible for the safe operation and maintenance of office equipment such as personal computers, typewriters, calculator, copiers, etc.

May commit up to $500 of City resources without higher approval. May be requested to purchase supplies and/or food for various meetings or special events, and to make travel arrangements.

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

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Employee Signature Date