



CITY OF DONALD

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www.donaldoregon.gov

Job Description

JOB TITLE: Administrative Assistant
JOB TYPE: Regular, Part-time
STATUS: Non-Exempt
REPORTS TO: City Manager
SALARY GRADE: 23

DESCRIPTION

This position is primarily responsible for clerical duties, website maintenance, producing the monthly newsletter, creating meeting packets and minutes, and assisting the City Manager. This position requires the capability to embrace a superior customer service-oriented attitude, understand and carry out oral and written instructions, work independently as well as part of a team and the ability to maintain good working relationships with co-workers and the public.

Examples of Duties

The following descriptions set forth typical examples of work for this position, but does not include other occasional work which may be similar, related to, or a logical assignment to the position.

Duties and Responsibilities:

- Provide clerical services, as assigned by the City Manager which may include typing, processing documents, recording and tracking data, filing, emailing, faxing, copying, preparation of forms, memos, reports and letters.
- Operate office equipment including computers, calculators, telephones, fax machine, scanners, and photocopiers.
- Schedule appointments as directed by the City Manager.
- Assume the responsibility for business licensing including assisting new applicants, updating forms, sending renewal notices, maintaining tracking log, and submitting new license applications to City Planner for review.
- Serves as lead role maintaining the City's website including design content, formatting, adding and removing documents and information as needed, reviewing for accuracy and working with City Manager on content creation.

- Serve as lead role producing monthly newsletter including formatting, layout, writing articles, delegating articles to be written by staff and board members, and printing.
- Post public notices on City's website and community boards; produce affidavits of posting as required and under the direction of the City Manager.
- Prepare online meeting platforms and invitations to public meetings.
- Prepare materials for newly elected/appointed officials and update City's records including but not limited to the City's website.
- Work with City Manager on packet content for public meetings; help with the preparation of packets for electronic and printed distribution.
- Assist City Manager as directed with preparing and editing of resolutions, ordinances, public hearing scripts and notices.
- Produce high-quality written minutes which comply with state requirements for public meetings.
- Serves as custodian of executive session and other confidential materials.
- Produce minutes in a timely manner for employee meetings.
- Keep record of all official City meeting documents including signed action agenda summaries, resolutions, ordinances, public comment cards, feedback forms and all other documents entered into the record.
- Maintain the board member volunteer meetings and events logs.
- Interact with the public providing superior customer service.
- Assist with cashiering for utility payments and other accounts receivables.
- Provide support for reception, telephones, cashiering, and copy and fax services in the absence of the City Clerk.

JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent and two years of general office experience, or a satisfactory equivalent combination of education, experience, and training related to the position. Experience in a municipal office setting or similar environment is preferred.

Knowledge, Skills and Abilities:

- Working knowledge of modern office practices and procedures.
- Working knowledge of state laws pertaining to public meetings, ethics and record retention.
- Skilled in presenting both oral and written information in a clear, professional manner.
- Skilled in operating office tools, equipment, common office computer programs, and website management.
- Ability to communicate effectively both verbally and in writing, understand and carry out written and oral instructions, and use active listening skills.
- Ability to prepare neat, organized, and professional quality work.
- Ability to work under pressure, coordinate and prioritize competing tasks.

- Ability to remain impartial and exercise discretion and judgement in dealing with sensitive and confidential information.
- Ability to establish and maintain positive and cooperative working relationships with City staff, board members and the general public.
- Ability to maintain attention to detail, multi-task and meet deadlines.

SUPPLEMENTAL INFORMATION

Physical Demands

The factors described here are representative of, but not all-inclusive of, those that must be met by an average employee to successfully perform the essential function of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

Frequent repetitive motions are required including, but not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. The job is largely sedentary work which occasionally requires exerting up to 25 pounds of force and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Regular focus on computer screens for prolonged periods and daily use of a keyboard.

Working Environment

In the performance of the job duties, the employee will be working in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Occasional dealings with distraught or difficult individuals, occasional meeting attendance or activities outside of normal working hours, occasional operation of a motor vehicle on public roads.

Supervision Received

The Administrative Assistant works under the direction of the City Manager.

Supervision Exercised

Supervision is not a typical function assigned to this position.

Compensation and Benefits

The Administrative Assistant position is a regular hourly, part-time position (non-exempt). The wage and benefits are determined by the annual City budget. Benefits may be subject to specific requirements in the Employee Handbook and are subject to change.

This position is eligible for telework.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs and requirements change.

The City of Donald is an Equal Employment Opportunity Employer.