



Office Specialist (Confidential)

DEPARTMENT: Administration **SUPERVISOR:** Assistant City Manager
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade H

POSITION SUMMARY: This position performs a variety of detailed, moderately difficult to complex administrative support activities for the Administration department which may involve confidential and sensitive information.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Schedules and coordinates City Council or other meetings and events as requested. Prepare, issue, and distribute meeting notices, agendas, and meeting packets. Equipment set-up and clean-up for Council and as needed for other assigned meetings.
- Attends and prepares minutes for Council and other meetings as requested.
- Provides clerical support to Human Resources including but not limited to recruitment and selection, new employee orientation, performance management, training, benefits, and other confidential and sensitive tasks as needed.
- Provide clerical and administrative support of substantial variety and complexity for the Administration department, including but not limited to photocopying, filing, typing, updating calendars, processing mail, purchasing supplies, and operating a variety of standard office equipment, etc. Respond to routine, non-routine and technical questions from internal and external customers.
- Assist with scheduling and coordinating elected official orientation and training opportunities.
- Update the City's website with Council meeting packets, employment postings, and other pertinent information as directed.
- Assist with the City's records retention and destruction, including the City's records management system, Oregon Records Management System (ORMS). Provide training and assistance to other employees on ORMS.
- Respond to inquiries from other City departments, businesses, and government agencies. Conduct research and provide staff assistance to complete special projects.
- Work is performed using State and Federal Statutes, the Stayton Municipal Code, City and well-defined departmental rules, policies and procedures, handbooks, and reference manuals.

- The employee uses some judgment in interpretation of guidelines.
- Perform duties that involve confidential and sensitive information.
- Maintain cooperative relationships with City personnel, elected officials, and other agencies.
- Emulate leadership to fellow employees and foster a positive environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Maintain positive and cooperative working relationships with city staff, other organizations, and the general public. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Interact with emotional and difficult people professionally and tactfully.
- Coordinate and perform projects, functions, and tasks as assigned.
- Follow all safety rules and procedures for work areas.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serves as a Notary Public.
- Provide assistance to other staff as workload and staffing levels dictate.
- May greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- May serve on various employee committees as assigned.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma (or equivalent) plus three years of experience in an administrative or clerical position, or any equivalent combination of experience and training. Experience working in a public sector environment preferred.
- Customer service experience. Courteously meet and deal effectively with other employees, and the public.
- Experience establishing and maintaining records, reports, and statistical data.
- Knowledge of Adobe Acrobat Professional and Microsoft Office Suite, specifically Word and Excel.
- Considerable knowledge of standard office practices and procedures, knowledge and experience in business writing, spelling, and grammar.
- Ability to type rapidly and accurately; use of modern office equipment and machinery; processing information on a computer terminal.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of or ability to obtain within 90 days of employment a Notary Public commission.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working environment.
- The noise level is typical of most office environments.
- Work schedule may involve shift work.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to 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 25 pounds.

- Manual dexterity and coordination are required for over 50% of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Assistant City Manager.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Office Specialist (Confidential)

Date

Assistant City Manager

Date