



# Office Specialist

**DEPARTMENT:** Public Works **SUPERVISOR:** Public Works Director and Community and Economic Development Director

**CLASSIFICATION:** Non-Exempt **PAYROLL:** Grade H

**POSITION SUMMARY:** Provides general administrative support for the Public Works and Community and Economic Development Departments, processes building, right-of-way, site development, change-of-use, and sign permits, land use applications, responsible for rental of City facilities and advises customers on appropriate licenses or permits needed, procedures to obtain them and associated fees.

## **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.*

- Provides customer service and performs administrative duties for the Public Works and Community and Economic Development Departments of substantial variety and complexity. Duties include, but are not limited to preparing bid documents, maintaining files per State of Oregon record retention guidelines, general filing, meeting notices and scheduling, preparation of reports and correspondence, coding departmental invoices, assisting with grant proposals and other contracts or agreements, as assigned.
- Schedule meetings for the Public Works and Community and Economic Development Director and department supervisors; coordinate meetings with the department staff and make any other necessary arrangements as required.
- Accepts, processes, and issues building, right-of-way, and community center facility rental permits. Accepts, processes, and tracks land use applications, and other Community and Economic Development required forms and permits.
- Provides appropriate information on the City's Municipal Code and Marion County building permit and administrative procedures. Answers general zoning setback requirements. Prepares and updates City brochures and documents which describe permit application procedures, fee schedules, and permit requirements. Directs the public to available pertinent brochures and handouts.
- Calculates fees, processes payments to City and issues receipts. Enters accurate data and statistical information into computer records. Accept, receipt and post payments for building permit, facility rentals, land use applications and miscellaneous fees with accuracy and efficiency. Balance cash drawer and prepare daily transfer documents. Reconcile monthly Marion County building permit billing. Tracks expenses for Public Works and Community and Economic Development Departments.

- Prepare meeting packets (agenda, reports, etc.) and minutes for the Parks and Recreation Board, pre-design and pre-construction meetings, Planning Commission, Public Arts Commission, and other committees/commissions as assigned. Attendance at night meetings is required.
- Assists with updating the Public Works, Community and Economic Development, Planning Commission, and Public Arts Commission portion of the city website.
- Responds to inquiries from other City departments, businesses and government agencies. Conducts research and provides staff assistance to complete special projects.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an 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.
- Follow all safety rules established for the work area.
- Other duties as assigned.

#### **AUXILIARY JOB FUNCTIONS**

- Provide customer assistance to members of the public and answer the phone for the Public Works and Community and Economic Development Departments.
- Serve as Notary Public.
- Provide assistance to other staff as workload and staffing levels dictate.
- 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, secretarial, or clerical position, or equivalent combination of experience and training.
- Customer service experience. Courteously meet and deal effectively with other

employees and the public.

- Experience establishing and maintaining records, reports, and statistical data.
- Considerable knowledge of standard office practices and procedures, basic knowledge of English composition, spelling, and grammar.
- Expertise in Microsoft Office Suite, specifically Word and Excel, is essential.
- Proficiency in Adobe Acrobat, including form creation and editing, is essential.
- Ability to type rapidly and accurately – 40 WPM; use of modern office equipment and machinery; processing information on a computer.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.

#### DESIRABLE EXPERIENCE

- Knowledge of building construction or permit/license transactions.
- Experience with Microsoft Office and editing and creating Adobe Acrobat PDFs.

#### **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.

#### **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 sit, communicate, reach, and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis, and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, calculator, and other similar office machines.

## SUPERVISION

- Works under the general supervision of the Public Works Director and Community and Economic Development Director.
- 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.

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## 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.*

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Office Specialist

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Date

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Public Works Director

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Date

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Community and Economic Development Director

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Date