



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. Perform and provide oversight of all clerical and administrative functions, oversee rental of City facilities, support administration of grants and other agreements. Serve as the records management coordinator for the Public Works Department.

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 assisting in the preparation of 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, submit required advertisements, develop and maintain a document control system, assisting with grant proposals and other contracts or agreements, as assigned.
- Schedules meetings for the Public Works and Community and Economic Development Directors and department supervisors; coordinates meetings with the department staff and make any other necessary arrangements as required.
- Develop a working knowledge of City operations processes, and municipal code to serve as a first point of contact for the public, providing information and directing inquiries as appropriate. Update and maintain City brochures and documents which describe land use and permit application procedures, fee schedules, and requirements.
- Accepts, and tracks land use applications, permits, Public Works applications, and permits; collects applicable fees, and coordinates processing through the appropriate review procedures.
- Administers facility rental programs by coordinating reservations, reviewing applications, collecting fees, maintaining facility schedules, coordinating facility setup, cleaning, and preparation, and serving as the primary point of contact for renters.
- Coordinates and administers the City's backflow prevention program, including compliance tracking, recordkeeping, customer communication, and processing required testing documentation. Accept, receipt, and post payments for building permits, 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, Parks and Recreation Board 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.
- Serves as a backup support for building permit intake, processing, and tracking activities
- 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 duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees 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 accommodation 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 accommodation 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 is performed in a busy office environment with frequent interruptions, changing priorities, and simultaneous demands from the public, staff, and outside agencies.

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 accommodation 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.

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

Date

Public Works Director

Date

Community and Economic Development Director

Date