



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

**POSITION: ADMINISTRATIVE ASSISTANT
(Support to the City Manager)**

Ideal Candidate will have excellent organizational and customer service skills. Position will provide a high level of administrative support to the City Manager. Works with other staff within the department as needed to coordinate work flow. Maintains City Manager and Council calendars. Handles inquiries from the public and other City staff; composes correspondence, technical reports, statistical data, requests for proposals, contracts, intergovernmental agreements; Researches, compiles, and prepares grant applications for a variety of projects. Monitors and orders supplies for City Hall offices; compiles information and prepares monthly newsletter distributed with water utility billing. (Job Description Attached)

SALARY GRADE:

Grade 11 \$2,951 - \$3,628

This is a full time, non-represented position. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

High school graduation, or equivalency supplemented by post secondary college or technical training in secretarial sciences and (4) four years of progressively responsible secretarial and administrative assistant duties; or any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the job duties.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Desirable Requirements:

Bachelor's degree in business/public administration, or related field.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be returned to the above Employment Office. Faxes are acceptable if complete and legible.

This position will remain open until filled, with applications being reviewed every (2) two weeks.

ONLY THOSE APPLICANTS WHO ARE SELECTED TO BE INTERVIEWED WILL BE NOTIFIED.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Final candidate selected for the position will be subject to a pre-employment drug screening and DMV/ Criminal history check.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 11
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs highly responsible administrative support and secretarial duties for the City Manager.

ESSENTIAL JOB FUNCTIONS:

Provides a high level of administrative support to the City Manager. Works with the other staff within the department as needed to coordinate work flow.

Researches, composes and edits correspondence, technical reports, statistical data, staff reports, requests for proposals/qualifications, contracts, intergovernmental agreements, memorandums of understanding, policy statements, position papers, presentations, resolutions, press releases, correspondence and transmittals needed for administrative use where only general directions are received. Researches, compiles and prepares or assists in preparing grant applications for a variety of projects.

Handles inquiries and correspondence and refers to appropriate persons when necessary; reviews and directs mail; copies, scans, mails, faxes, files and distributes documents and records as required; complies with City's records management standards and records retention schedules as required by State law.

Logs and tracks items for City Manager or Mayor's signature; files and forwards appropriately.

Researches and develops forms, brochures, publications, newsletters, media releases and other informational materials about services and regulations.

Develops, updates and maintains procedural and policy manuals outlining established methods of performing work in accordance with City and department goals.

Compiles or assembles a variety of data from various records for reports, including contacting others to collect information; gathers information and prepares monthly newsletter for distribution with monthly utility bills.

Inputs data to standard office and department formats. Keyboards routine documents and may be asked to proofread documents as to accuracy and completeness.

Coordinates participants, prepares materials and schedules place and time for meetings and appointments often of a sensitive or confidential nature; posts conference room usage schedules.

Maintains/updates City Manager and Council calendars.

Assists with meeting logistics, room setup and food arrangements of meetings for City Manager, Council and other department staff when needed.

Monitors stock; orders office and other supplies, including letterhead and business cards, needed to operate the City Hall offices; receives & distributes supplies; processes returns; prepares vouchers.

Prepares purchase orders and vouchers for other bills handled by department. Codes and pays bills. Tracks progress of purchase orders and maintains spreadsheets, tracking project expenses. Works with other administrative staff to resolve budget or expenditure discrepancies.

Attends and participates in meetings when requested by City Manager.

Composes correspondence on their behalf.

Works with the City Manager and other staff on special projects and presentations as assigned.

Assists in any area of the department as needed and/or assigned to ensure office procedures are completed.

Performs related work as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school graduate or GED equivalent supplemented by post secondary college or technical training in secretarial sciences and (4) four years of progressively responsible secretarial and administrative assistant duties; or any equivalent combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

Thorough knowledge of general office practices and procedures; correct and effective use of grammar, business English, spelling, and punctuation. Thorough knowledge of filing systems, operations, policies, procedures, terminology and governing laws of assigned department. Well developed writing skills to prepare reports, technical and procedural documentation. Knowledge of computer systems and software; basic math principles.

Understand and execute complex oral and written instructions; express ideas and convey information effectively, orally and in writing; maintain confidentiality; deal effectively with frequent interruptions and several situations at one time; establish priorities and organize own workload; establish and maintain effective working relationships with other employees, public and private offices and the general public; and effectively use business telephone etiquette.

Desirable Requirements:

Bachelor's degree in business/public administration, or related field.

Special Requirements/Licenses:

Possession of, or required to obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager who holds the employee accountable for adhering to the City's core values and achieving department goals and objectives.

SUPERVISION RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS

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 job, the employee is frequently required to sit, walk and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, Internet, and spreadsheet programs; typewriter, calculator, telephone, scanner, copy machine, fax machine and postage machine. This position requires use of City vehicles.

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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Sharon Harris

Human Resources Director

ADOPTED: February 1, 2003

REVISED: July 1, 2005; April 2007