



*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**  
Public Works Department

*This is a Non-Exempt, non-represented position; excellent benefit packet when eligible.*

*Duties include but are not limited to:*

Performs highly responsible administrative functions for the Director of Public Works; performs related work as required. (Job Description Attached)

**MONTHLY SALARY RANGE:**  
**Grade 11: \$3161 – \$3886**

**MINIMUM QUALIFICATIONS:**

High school graduation or equivalent and five years of progressively responsible administrative duties, supplemented by 2 years college course work in business administration and/or accounting; or any equivalent combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above described duties.

Thorough knowledge of general and specialized office practices and procedures and secretarial techniques; correct and effective use of English grammar and business arithmetic; thorough knowledge of word processing and spreadsheet software (Microsoft Office tools).

Understand and execute complex oral or 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; accurately record and prepare minutes of meetings; establish and maintain effective working relationships with other employees, departments, public and private offices and the general public; effective use of business telephone etiquette.

**Special Requirements or Licenses:**

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

**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](mailto:Charlene.V.Miller@state.or.us)

**CITY OF REDMOND APPLICATION, CURRENT RESUME, LETTER OF INTEREST** (indicating why you want to be considered for this position) **AND VETERANS' PREFERENCE FORM** (If applicable) must all be received by the above Employment Office **no later than 5:00 PM, Friday, May 21, 2010**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the testing and interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

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.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, 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).

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:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 11  
**EMPLOYEE GROUP:** Confidential / Non-Represented

### **PURPOSE OF POSITION:**

Performs highly responsible administrative functions for the Director of Public Works; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

Assists the Director with administrative duties; provides administrative support to managers and supervisors within the Department as needed to coordinate work flow. Attends staff meetings and various other meetings, may represent the Director at various meetings. Works with Director on sensitive personnel issues; personnel records, drug test program, department performance evaluations, recruitments, disciplinary procedures, etc.

Researches, composes, edits and types, technical reports, statistical data, draft staff reports, RFP's, 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.

Coordinates maintenance and updates to the department's webpage adding and removing information in a timely manner with the goal of keeping the citizens of Redmond informed about Public Works activities and opportunities.

Coordinates and assembles annual budget as directed within established guidelines. Monitors budget requests and expenditures for accuracy and appropriate budget accounts. Codes and pays bills. Tracks progress of purchase orders and maintains spread sheets tracking project expenses. Works with other departments to resolve budget, or expenditure discrepancies. Has basic working knowledge of accounting including the Accounts payable and Accounts Receivable processes.

Confers with the Director or Division Managers and other employees to develop and implement administrative policies and procedures; monitors general administrative activities and ensures conformance with department work plans; designs and manages record keeping procedures and systems. Compiles and analyzes data and prepares regular and periodic reports pertaining to the work of the department.

Interprets pertinent policies and procedures to department personnel and the public in person and through correspondence; assigns public complaints to appropriate personnel for disposition; conducts follow-up investigations on unresolved complaints; assists in the resolving public relations problems referred by others.

Schedules various meetings, manages Director's calendar, prepares meeting agendas, minutes

and all other related items, handles inquiries and correspondence, reviews and directs mail.

Answers questions and responds to inquiries from the public, other government agencies and business contacts and refers when necessary, to appropriate persons.

Works closely with consultants providing information, organizing, scheduling and arranging meetings, and coordinating information received.

Coordination of activities of other administrative and clerical employees is a responsibility of this class.

Resolves issues in a proactive manner using knowledge of Public Works Department processes to make informed decisions about matters within the facility and otherwise.

Assists the Director of Public Works with confidential matters related to personnel, potential litigation, and potential business contacts interested in relocating to Redmond, and other related information.

Helps to oversee the PW image ensuring a positive, unified and consistent public representation. This relates to documents, brochures, flyers, press publications etc.

**Auxiliary Functions:**

Occasionally serves as temporary back-up to the Office Assistant. Delivers and picks up mail and routing slips at City Hall.

**JOB QUALIFICATION REQUIREMENTS:**

**Mandatory Requirements:**

High school graduation or equivalent and five years of progressively responsible administrative duties, supplemented by 2 years college course work in business administration and/or accounting; or any equivalent combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above described duties.

Thorough knowledge of general and specialized office practices and procedures and administrative techniques; correct and effective use of English grammar and business arithmetic; thorough knowledge of word processing and spreadsheet software (Microsoft Office tools).

Understand and execute complex oral or 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; accurately record and prepare minutes of meetings; establish and maintain effective working relationships with other employees, departments, public and private offices and the general public; effective use of business telephone etiquette.

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**Desirable Requirements:**

Some knowledge of principles and practices of clerical accounting, accounts payable, accounts receivable, budgeting, bookkeeping, marketing, web development and website maintenance. Knowledge of major activities and functions of a public works department.

**SUPERVISION RECEIVED:**

Work is performed under general supervision of the Director of Public Works, with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position. Employee may provide specific instructions, or outline general objectives and/or procedures to other department staff.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee may 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:**

Computer, including word processing, Internet, and spreadsheet programs; typewriter, calculator, telephone, two-way radio, 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 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 office 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.**

*Chris Doty*  
Public Works Director

*Sharon Harris*  
Human Resources Director

*July 1, 2006*  
Date

**ADOPTED: January 1, 1997**  
**REVISED: July 1, 2001; April 30, 2010**