



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**
Community Development Department

Duties include but are not limited to:

Performs highly responsible administrative support and secretarial duties for the Community Development Director and department staff as assigned. Job description attached.

SALARY GRADE:

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

This is a full time, non-exempt, confidential, 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 five years of progressively responsible secretarial and administrative assistant duties in general construction, land use, or related field; or any equivalent combination of education and experience and training that demonstrates the knowledge, skills, and abilities to perform the above described 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.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.

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 received by the above Employment Office **no later than 5:00 PM, Friday, February 16, 2007**. Faxes are acceptable if received by the deadline and are complete.

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).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

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: Community Development
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 Community Development Director and department staff as assigned.

ESSENTIAL JOB FUNCTIONS:

Assists the Director with administrative duties; provides administrative support to other staff within the department as needed to coordinate work flow. Attends staff meetings and various other meetings.

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.

Coordinates and assembles annual department 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 maintain spread sheets tracking project expenses. Works with Finance Department to resolve budget or expenditure discrepancies. Responsible for purchasing supplies.

Confers with Director 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.

Schedules various meetings; tracks Director's calendar; arranges meetings and appointments often of a sensitive or confidential nature; prepares meeting agendas, minutes, and all other related items; handles inquiries and correspondence; reviews and directs mail; maintains department web site; prepares activity reports, Council newsletters, etc.; performs Development Code updates.

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

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

Assists Director with confidential matters related to personnel, potential litigation, and potential business contacts interested in relocating or expanding in Redmond.

Receive confidential inquiries from potential business contacts interested in relocating to Redmond; provide businesses with requested information, and guide businesses through the Enterprise Zone application process. Provide preliminary review of applications for the Redmond Enterprise Zone. Prepare Enterprise Zone approvals for the Finance Director's signature and distribute to appropriate agencies. Track annual business activity and prepare annual reports for the state. Notify Enterprise Zone businesses of critical time lines. Coordinate approved businesses with contact agencies to ensure employment and special sponsor approval requirements are met.

Develop, update and maintain procedural and policy manuals outlining established methods of performing work in accordance with the City and department goals. Develop and evaluate reports that inform staff members of organizational performance outcomes.

Coordinate or prepare periodic operating, regulatory and project related reports. Collect and compile data into written reports, tabulations, graphs and presents information.

Compile a variety of data on permitting activity, such as the month and year end activity reports, etc.

Research and develop forms, brochures, publications, newsletters, media releases and other informational materials about services and regulations.

Communicate official plans, policies & procedures to staff and the general public. Serve as a notary public for the Community Development Department.

Work with the Community Development Director 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 required.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

High school graduation or equivalency supplemented by post secondary college or technical training in secretarial sciences and five years of progressively responsible secretarial and administrative assistant duties in general construction, land use, or related field; or any equivalent combination of education and experience and training that demonstrates the knowledge, skills, and abilities to perform the above described duties.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of general and specialized office practices and procedures, secretarial techniques, correct and effective use of grammar, and business arithmetic. Thorough knowledge of word processing, spreadsheets, various software applications, principles of office management, financial and statistical data analysis sufficient to independently carry out a variety of projects dealing with financial and office functions. Well developed writing skills to prepare reports, technical and procedural documentation and grant applications.

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

Ability to independently research assigned problems; organize material from various sources into a format of own design; handle complaints and problems courteously; deal effectively under close time lines.

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:

Knowledge of Oregon land use law; manual and electronic record keeping systems; ability to read and understand construction drawings; knowledge of Oregon public contract and purchasing law; knowledge of major activities and functions of a community development department which includes current/long range planning, building services, engineering, enterprise zone, and urban renewal.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Community Development Director. Incumbent is expected to independently carry assignments through to completion. Direct supervision provided only on unusual or especially complicated tasks.

SUPERVISORY 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 the 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:

Computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, 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.

Jim Hendryx
Community Development Director

July 1, 2006
Date

Sharon Harris
Human Resources Director

Adopted: February 4, 1999
Revised: February 1, 2005