



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: Office Assistant II-Wastewater
Public Works-Wastewater Division

This is a full-time, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Performs responsible, varied or specialized customer service, clerical or secretarial duties for the Wastewater facility in the Public Works department; performs related work as required.

MONTHLY SALARY GRADE:
Grade 7: \$2501 - \$3074

MINIMUM QUALIFICATIONS:

High School graduation or equivalency, Specialized secretarial coursework in office practices and procedures; and two years progressive experience; or any equivalent combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job duties.

Thorough knowledge of general and specialized office practices and procedures; correct and effective use of English grammar and business arithmetic. Basic knowledge of accounting and book-keeping principles. Strong Customer Service skills. Ability to understand and execute complex oral or written instructions and apply guidelines to widely varied situations; express ideas and convey information effectively orally and in writing; maintain confidentiality; establish and maintain effective working relationships with other employees and the general public; deal with the public in a pleasant and courteous manner; maintain accurate records; set priorities; and deal effectively with frequent interruptions and several situations at one time; effective use of business telephone etiquette.

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:

An Associates Degree in Business Administration or related field. Familiarity of wastewater and/or utility operations. Familiar with Federal, State, and local regulations pertaining to Wastewater, Storm water and Safety programs.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
Phone: (541) 548-8196 x324
2158 SE College Loop, Suite B
Fax: (541)548-6379
Redmond, OR 97756
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 29, 2008. Faxes are acceptable if received by the deadline and are complete.

Only those applicants who are selected to participate in the 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. 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).

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: Office Assistant II
DEPARTMENT: Public Works – Wastewater Division
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 7
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs responsible, varied or specialized customer service, clerical or secretarial duties for the Wastewater facility in the Public Works department; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Answers in-coming calls and routes callers or provides information as required. Receives the public and answers questions; schedules appointments; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Generates appropriate work orders customer complaints and tracks from initiation to completion. Keeps appropriate records of all incoming and outgoing communication.

Assists in maintaining inventories and orders division office and safety materials and supplies. Maintains paper supplies in printer, copier, fax machine; fills electric stapler; calls for repairs on office equipment. Orders appropriate Personal Protective Equipment and ensures appropriate stock levels are kept on hand. Orders equipment from vendors upon request from Wastewater Staff.

Takes in-person and telephone requests for service; prepares and monitors work orders and other department related records. Receives and processes incoming revenue and certain fees such as RV sewer dump and water coin-op fees, engineering fees and map fees. Accumulates information for billing purposes, and for refunds of various applicant deposits.

Receives, stamps and distributes incoming mail, prepares some replies independently; prepares and collects outgoing mail to Public Works and mailing at City Hall. Tracks Wastewater requests being processed through Public Works and City Hall.

Composes, keyboards, and edits a variety of correspondence, reports, statistical data, transmittals, memoranda, and other material requiring judgment as to content, accuracy, and completeness, some of which may require obtaining, organizing and planning suitable presentation of content. Edits, proofs and rewords work of others as needed.

Prepares training requests for employees, maintains employee training files and updates employee training database.

Obtains and compiles information needed for administrative use or report preparation where only general directions are received. Inputs data to standard office and department forms; creates forms as needed; compiles data for various reports or documents.

Attends various City project meetings, prepares, assembles and distributes notices, agendas and packets; records and prepares the minutes; maintains mailing lists; indexes and files the minutes and packet materials; distributes other information as requested.

Monitors departmental documents and records. Develops, organizes and maintains filing systems, report systems, control records and indexes for department or work unit. Maintains Division databases as required. Maintains Division Material Safety and Data Sheet books. Ensures timely updates are books are complete.

Participates in special projects and on teams as requested by Wastewater Divisions Manager and/or Wastewater Operations Supervisor.

Contributes to the Wastewater team in a professional, positive manner. Performs routine inspections of safety showers and eye wash facilities. Maintains records from these inspections.

Conducts annual price evaluation and bidding for all bulk chemicals. Place orders with chemical suppliers, ensure timely delivery of product.

Operates and maintains the Wastewater Division equipment, tools and vehicles in a safe, efficient and effective manner.

Performs general office and clerical duties, schedules meetings; operates listed office machines as required.

Assists with annual budget process. Tracks cost center spending and provides analysis of each cost center line item. Performs other duties as assigned within the Wastewater Division and/or the Public Works Department.

May assist the public or staff in locating documents pertain to the Wastewater Utility - i.e. work order, TV sewer inspection, maps, etc. Performs related work as required

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High School graduation or equivalency, Specialized secretarial coursework in office practices and procedures; and two years progressive experience; or any equivalent combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job duties.

Thorough knowledge of general and specialized office practices and procedures; correct and effective use of English grammar and business arithmetic. Basic knowledge of accounting and book-keeping principles. Strong Customer Service skills. Ability to understand and execute complex oral or written instructions and apply guidelines to widely varied situations; express ideas and convey information effectively orally and in writing; maintain confidentiality; establish and maintain effective working relationships with other employees and the general public; deal with the public in a pleasant and courteous manner; maintain accurate records; set priorities; and deal effectively with frequent interruptions and several situations at one time; effective use of business telephone etiquette.

Special Requirements / Licenses:

Possession of, or must obtain, a valid Oregon Drivers' License within thirty (30) days from the date of hire. Must have a safe driving record.

Desirable Requirements:

An Associates Degree in Business Administration or related field.

Familiarity of wastewater and/or utility operations. Familiar with Federal, State, and local regulations pertaining to Wastewater, Storm water and Safety programs.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Wastewater Division Manager and the Wastewater Operations Supervisor, 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 represent those that must be met by an employee to successfully perform the essential functions of this job. 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 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; telephone system; copy machine; fax machine; 2-way radio; tape recorder; calculator, and postage machine. The use of City vehicles is required.

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 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

February 14, 2008
Date

Sharon Harris
Human Resources Director

ADOPTED: April 1990
REVISED: July 1, 2003; February 14, 2008