

City of Bandon

JOB DESCRIPTION



Job Title: ADMINISTRATIVE ASSISTANT
Department: Administration
Shift: Full time, 8 a.m. to 5 p.m., M-F
Reports to: City Manager/City Recorder
FLSA Status: Non-Exempt
Annual Salary: \$29,600 - \$47,580 (12 steps)

SUMMARY: This full-time employee reports directly to the City Manager/City Recorder, and assists with a variety of tasks such as preparing correspondence and reports, project research, administering various grant and loan programs, maintaining records and files, preparing meeting minutes, preparing and distributing meeting agendas and packets, assisting with budget preparation, maintaining the City website, providing information technology (IT) assistance, and providing other assistance to the City Manager/City Recorder as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the City Manager/City Recorder with daily duties and anything assigned.
- Organizes and maintains ongoing file system for official City records including Ordinances, Resolutions and Committee Minutes. Processes and fulfills all public records requests. Maintains the paperwork and files for City projects. Maintains files on vacations, easements, and other specific areas as assigned.
- Takes and prepares minutes of certain City committee and commission meetings. This may involve attending some evening meetings, and taking minutes two to four times a month.
- Prepares City Council meeting packets by creating agendas, compiling packet materials, distributing materials, notifying appropriate parties, maintaining electronic files, and posting materials to the City's website.
- Maintains the City's website by posting periodic notifications, keeping an accurate record of committee agendas and minutes, and editing information as needed. Provides information technology (IT) assistance to other City Departments and maintains email accounts for City staff.
- Assists the City Manager and Finance Director in preparation of annual budgets.
- Prepares grant applications; and administers, prepares, and maintains records for various Federal, State, and other grant and loan programs. Manages the paperwork and maintains files for various grants. Ensures compliance with BOLI regulations.
- Assists the public and City staff in interpreting and applying city policies, procedures, codes, etc.
- Composes routine correspondence. Conducts research, and compiles statistical reports. Responsible for making changes to the Bandon Municipal Code when amended by council decision.
- Arranges and coordinates travel schedules and reservations. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records.
- Develops and revises City forms and report formats. Creates monthly calendars of meetings and events for council and staff. Daily retrieves, opens and routes incoming mail to appropriate departments. Prepares outgoing mail and correspondence, including email and faxes.

- Acts as liaison to postage meter and phone system companies. Responsible for coordinating any related needs and/or services.
- Assists the City Manager/City Recorder, with duties including elections, notices, and recording processes.

SUPERVISORY RESPONSIBILITIES: This job has supervisory responsibilities over office volunteers. Also works with the park hosts for items needed at the parks. Works to ensure positions remain filled.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be extremely organized and self-motivated, always striving to stay one step ahead. This individual must be a quick study and willing to jump in and get the job done. May need to troubleshoot or research new and unfamiliar tasks as needed. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: High School diploma and three to four years related experience and/or training; or equivalent combination of education and experience. Familiarity with City Recorder processes and duties is preferable. Website maintenance and information technology (IT) experience is desirable. Must be willing to become a notary public.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or councilors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Familiar with and able to operate computer software of various kinds, including but not limited to the Microsoft Office Suite, Google applications, and website and graphics applications.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

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. The noise level in the work environment is usually moderate.