

Job Title: Assistant to the City Administrator
Department: Administration
Reports to: City Administrator
FLSA Status: Exempt
Prepared Date: 08/01/10

Purpose of the Position: Assists the City Administrator and City management staff in planning, implementing, directing and evaluating the policies, programs and operations of the City; performs a variety of routine and complex analytical, administrative and technical work; performs duties of City Recorder and City Elections Official; participation in the budget process, handles basic Planning Department processes and procedures; secretarial service for the City Administrator, City Council and Planning Commission including preparation of agendas, Council or Commission documents, legal notices and minutes; does related work as required. Independent judgment, initiative, interpretation, and analysis required. Interacts with elected officials, department heads and the public.

Supervision Received and Exercised: Reports to and receives direction from the City Administrator. Acts as City Administrator in his/her absence. Exercises direct supervision over all office staff, and in absence of the City Administrator, over all city staff.

Examples of Duties: (Duties may include, but are not limited to the following:)

- ◆ Attends all City Council and Planning Commission meetings and act as Council/Commission secretary with primary responsibility, with City Administrator's supervision, for preparing the agenda, packet, tape recording, and minutes of each meeting.
- ◆ Attends other evening committee meetings as assigned, and track schedules, agenda and minutes for all city committees. Provide meeting notices and reminders.
- ◆ Researches financial and technical information for budgeting, purchasing and project planning.
- ◆ Participates in personnel functions as assigned.
- ◆ Maintain complicated and confidential files and official city records.
- ◆ Provides information directly to the public and elected officials
- ◆ Performs a variety of planning functions under the direction of the City Administrator.
- ◆ Performs related duties and other duties assigned by the City Administrator.
- ◆ Performs duties of City Recorder.
- ◆ Performs duties of City Elections Official.
- ◆ Operates standard business machines including, computer, 10-key, cash register, tape recorder, fax, copier/scanner and multiple-line phone system
- ◆ Assists in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

- ◆ Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenue and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
- ◆ Prepares reports that review programs and services to determine how well they meet the legislative intent of the governing body and City Administrator.
- ◆ Confers with city personnel to assure smooth functioning of existing or newly implemented systems or procedures.
- ◆ Makes presentations to City Management, City Council and City Committees and Commissions; attending meetings as necessary. Represents the City at meetings of other public and private organizations
- ◆ Meets with citizens, responds to citizen inquiries and helps resolve citizen complaints; interprets and explains city policies and programs to interested citizens
- ◆ Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards, and professionalism.

Job Qualification Requirements:

To perform this job successfully, an individual must be able to perform each individual duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- ◆ Ability to work well with the public.
- ◆ At least 5 years of related administrative, secretarial/clerical, accounting or planning experience.
- ◆ Excellent organization skills, attention to detail and ability to meet time deadlines.
- ◆ Ability to coordinate and prioritize multiple tasks.
- ◆ Good computer and data processing and excellent communication skills.
- ◆ Ability to maintain confidences and appropriately handle sensitive material.
- ◆ Excellent written and verbal communication skills.
- ◆ Knowledge of governmental processes

In addition the selected candidate will be required the following:

- ◆ To pass a pre-employment physical and drug test.
- ◆ Have possession of a current or ability to obtain an Oregon driver's license.

Education and/or Experience:

High school diploma or General Education degree (GED). Some college level work is a plus. Five (5) years of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret complicated documents such as city, state and federal statutes and regulations. Ability to write routine reports and correspondence. Ability to speak effectively before groups of public citizens or employees of organizations.

Work Environment:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential job functions of this job and includes the ability to establish and maintain effective working relationships with other employees and the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.