



City of Aumsville



595 Main St., Aumsville, OR 97325
Office (503) 749-2030 TTY 711
FAX: (503) 749-1852

Office Assistant

PURPOSE OF POSITION: Acts as an assistant to the City Administrator, also assists in coordinating events. Performs a variety of general and complex office duties to include: data processing, accounting, receptionist, and administrative office support to all departments, upon direction from the City Administrator.

ESSENTIAL JOB FUNCTIONS:

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Represents the City of Aumsville by responding to the public, residents, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Answers telephone and routes calls to appropriate person or department or takes messages as necessary. Responds to questions and concerns as received; referring more technical or specialized questions to the City Administrator or others, and complaints to the City Administrator. Regards internal and external individuals as customers and delivers the best service possible in a respectful and patient manner.
- Maintains regular job attendance, adherence to working hours, and harmonious and positive working relationships with city staff, other organizations, and the general public. Follows all safety rules and procedures established for work areas and may participate in the Safety Committee meetings.
- Performs a variety of other general and administrative office duties in support of the City Administrator, City Hall staff, and other departments including courts as approved by the city administrator. Duties include but are not limited to: entering data into computer and manual record systems; maintaining reports; preparing various reports; preparing outgoing mail; filing and records management; typing, photocopying, and proofing documents; posting public notices; accounting; collating; processing applications and permits; creating documents, procedures and processes as directed by City Administrator. May be required to develop spreadsheets, and or professional reports and materials essential to provide effective services to city residents, etc.
- Maintains work areas and lobby in a clean and orderly manner.
- Receives land use applications at City Hall and completes land use application duties from receipt through the decision process, with input from the City Administrator. Maintains Aumsville Planning Commission (APC) files and records to ensure easy retrieval and integrity of files and records. Research and compile information and reference materials for the City

Administrator, APC, or the public, as requested; which may require selecting appropriate data from various sources. Prepare draft procedures, summaries, and reports as requested.

- Prepares public meeting notices, as required by state law and the City of Aumsville Development Ordinance; in accordance with all meeting mailing, posting, and delivery requirements. Prepare copies, collate, and have materials for public meeting agenda packets delivered as required. Prepare accurate meeting minute records in public meeting law format, and have necessary documents executed and processed as soon as possible after each meeting. Attend all meetings when requested by the City Administrator.
- Create and assist in coordinating and publishing of the monthly newsletter and city website.
- Maintain the city inventory. Assist in maintaining and computing the city's accounting system including: processing accounts receivables, utility billing, accounts payable, and payroll.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS – Graduation from high school, and four years of administrative office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Knowledge of administrative office principles, practices and techniques including: word processing, records maintenance, advanced English, grammar, punctuation, spelling, formatting professional documents, research, report writing, and customer service techniques; knowledge of operation of standard office equipment. Must have the ability to work with difficult customers at the counter and over the phone. Pleasant and courteous disposition.

Position may require attendance at evening meetings. Good listening skills, excellent organization and follow through on task.

PREFERRED REQUIREMENTS – Knowledge of minute taking, land use planning, zoning, and community development. General knowledge of municipal finance work, government functions, and operations.

SPECIAL REQUIREMENTS/LICENSES- Must be able to show a consistent history of sound decision-making skills. Must maintain the ability to successfully pass criminal and DMV background reports.

PHYSICAL DEMANDS OF POSITION:

The City of Aumsville is committed to complying fully with Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equally opportunity in employment for qualified persons with disabilities. The City of Aumsville will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Aumsville's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact Ron Harding, City Administrator at 503-749-2030. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 30 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, copier and background noises. Will regularly work with angry customers in both the utility receptionist and court duties.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel.

SUPERVISION RECEIVED: Works under the general supervision of the City Administrator.

THE ABOVE JOB DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE OTHER DUTIES ASSIGNED TO THIS JOB.

The City of Aumsville is an Equal Opportunity Employer.