

City of Shady Cove

Administrative Assistant/Deputy Recorder

General Purpose:

Under general direction of the City Administrator performs a variety of administrative functions of both a confidential and non-confidential nature relating to the operation of city government. In these roles, acts as Planning Commission Secretary and provides land use planning customer service; serves as recording secretary for the City Council meetings, preparing both City Council and Planning Commission agendas and related appropriate information; and clerical functions for the City Administrator. Considerable skill is required in dealing with government officials and the general public.

Supervision Received:

Work is performed under the general direction of the City Administrator.

Supervision Exercised:

None.

Principal Duties:

Support functions of the City Hall office as delegated by the City Administrator, including Council support, Planning Commission support, recordkeeping and archive maintenance and acts as the Deputy City Recorder.

Responsible for disseminating information to the public; and other functions delegated by the City Administrator.

Frequently confers with the City Administrator to discuss issues, problems, projects, and the daily operation of City government.

Assists in the preparation of City Council communications which includes a variety of agendas and reports to further Council Members knowledge and understanding of issues relating to the Council.

Creates a variety of documents for the City Administrator and City Council, such as proclamations, resolutions, etc.

Assists the City Administrator with purchasing and bid process, developing and distributing "notice to bid", maintaining related files, assisting vendors with questions, and receiving and documenting bid submitted.

Assists the City Administrator with human resource related issues, such as creating and placing job want ads, internal postings, scheduling interviews and handling applicant testing.

Performs a variety of public relations activities assisting and/or coordinating various special events for the City and community. Serves as a contact person for all media, including the City's radio station KSHD.LP.

Collects pertinent information on City issues, researching subject matter and conferring with individuals and City representatives involve to develop solutions.

Performs a variety of other duties as assigned by the City Administrator.

Necessary Knowledge, Skill, and Ability:

Knowledge:

Extensive knowledge of municipal or private office practices, procedures and methods; business English, spelling, and punctuation.

Familiarity with Planning processes and procedures, plus the ability to learn the Shady Cove Municipal Codes.

Abilities:

Have the ability to develop and prepare effective and complete minutes, correspondence, and administrative reports.

Have considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with the City, legislative/administrative officials and employees, representatives of business and governmental organizations, and the general public.

Skills:

Operation of PC computer, outlook/job management software, e-mail correspondence, word processing, spreadsheets, databases, etc.

Operation of general office equipment, including phone systems, fax machine, calculator, copier, etc.

Through knowledge of theory, principles, practices and techniques of organization design and development, public administration, planning, organization and function of elected City Council; principles and practices of effective leadership and management; techniques to effective public relations.

Ability to perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations

Ability to present proposals and recommendations clearly and logically in public and private meetings.

Ability to prepare clear, concise and comprehensive correspondence, reports and other written materials.

Ability to establish and maintain effective working relationship with City Council, Planning Commission, all levels of City Management, other government officials, community and civic organizations, employees organizations, employees, the media and the public.

Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy and community issues and situations.

Skills and abilities in written and oral communications sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups and communicate technical and philosophical concepts to lay persons.

Ability to understand and follow oral and written instructions and adhere to prescribed City policies and routine.

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.”

Employment Qualifications

Education: High School graduate with some collage experience in public or business administration, planning or closely related field OR, an equivalent combination of education and experience.

Experience: 5 or more years of increasingly responsible experience in the municipal or private sector as clerical or administrative assistant OR, an equivalent combination of education and experience.

“The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.”