



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: IT	DATE: January 2022
JOB TITLE: Administrative Assistant II	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME Grade 5	FLSA Exempt: No

PURPOSE OF POSITION: To perform a variety of moderately difficult to complex administrative support activities to contribute to efficient office operations. To plan, organize, and oversee the operations and functions of the IT office, managing the information and communications of the IT Department.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Provide administrative support to the IT Director and the IT Department by performing a variety of routine administrative activities, such as photocopying, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.
2. Provide support for various meetings, including electronic meetings and public meetings; prepare meeting rooms and materials; prepare, compile, and distribute materials for participants, take minutes as required.
3. Maintain adequate levels of office supplies. Re-order or pick up supplies and materials from vendors or other City departments as necessary. Keep storage, supply, and other department areas organized.
4. Assist with timekeeping process for department employees and Director.
5. Use word processing software to type routine and non-routine letters, memos, forms, notices, agendas and minutes, reports, expense reports, statistical and general financial documents, including sensitive and/or confidential documents, from rough drafts and/or verbal instruction. Properly dispose of data and documents as necessary.
6. Follow department regulations, policies, and procedures within assigned office. Possess knowledge of department practices, programs, and operations.
7. Create templates, presentation materials, charts, and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed.
8. Track and manage cell phone and printer inventory. Keep up to date records for audit and expenditure reporting. Audit phone invoices for adherence to city policy.

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9. Train with IT/GIS Software as needed to support department with data entry and to keep assets and systems current and accurate.
10. Recommend improved office procedures; research, compile, and present data for special projects and various reports, perform administrative tasks necessary to manage contracts, other databases and complete departmental forms or necessary documents.
11. Assist in development of departmental budget requests; prepare required purchasing documentation in accordance with city policies; process department billings and invoices for proper payment; issue purchase orders and track expenses for budgetary purposes; with input from department staff and manage purchasing of departmental needs. Assist with other purchasing as it applies.
12. Facilitate and track IT Department related activities such as training and performance evaluations.
13. Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.
14. Schedule and coordinate meetings and conference registrations, including travel arrangements.
15. May perform other duties as assigned.
16. Maintain cooperative working relationships with City staff, other organizations, and the general public.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. High school diploma or equivalent **AND**
2. Three (3) years' experience working in a professional environment **OR** any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Possession of, or the ability to obtain and retain, a valid Oregon operator's driver's license within thirty (30) days of employment.
2. Possession of, or the ability to obtain and retain CJIS security clearance within three (3) months of employment.

DESIRABLE QUALIFICATIONS:

1. Associates Degree in a related field.
2. Previous municipal government agency and budgeting experience is desirable.
3. Comfortable using Apple iPad and iPhone effectively.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position:

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Knowledge of:

1. Advanced knowledge of office practices, accounting practices and procedures, business English, spelling, punctuation, grammar, clerical practices, research methods, report composition and preparation techniques, etc.
2. Principles and practices of modern office systems, and department-specific methods, procedures, policies, and regulations.
3. Use of office automation, computers, general office programs and standard business software.
4. Basic principles and practices of customer service and budget administration.
5. Proficient in Windows 10 and possess the ability and confidence to provide excellent support to department staff.

Skill in:

1. Planning, coordinating, and understanding administrative operations of an office setting.
2. Advanced typing speed and effective writing ability.
3. Managing multiple projects.
4. Conducting meetings with individuals and/or groups.
5. Implementing work methods and procedures which promote a safe working environment.
6. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
7. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
8. Developing and implementing recommendations regarding work procedures and cost-effective services.
9. Interpreting fiscal and accounting procedures, ensuring conformity to appropriate standards.
10. Providing outstanding customer satisfaction (internally and externally).
11. Proficient use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Analyze complex administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
3. Represent the City positively and effectively in meetings with others.
4. Establish and maintain effective working relationship with those contacted in the course of work.
5. Negotiate effective solutions to complex problems.
6. Handle stressful situations in a professional manner.
7. Following verbal and written instructions.
8. Perform effectively under conditions of fluctuating workload.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials, typically weighing up to 5 pounds on a regular basis and infrequently moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

1. Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Position may provide training and orientation information to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the direction of the IT Director.



Approved by City Manager

1/10/2022
January 2022