

CITY OF GEARHART



POSITION TITLE: Administrative Assistant
DEPARTMENT: City Hall
SUPERVISED BY: City Administrator

PURPOSE OF POSITION:

Provide administrative assistance to the city administrator. Perform and/or coordinate a wide variety of clerical duties relating to the operation of city government. Assist in the daily operation of the city administrator's office. This position will aid to coordinate and facilitate communication, meetings, events, etc., involving the mayor and city council, department heads, other governmental bodies, outside agencies, and citizens. These tasks are illustrative only and may include other related duties.

ESSENTIAL JOB FUNCTIONS:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- **Answer and direct phone calls, emails, and correspondence**
- **Performs general clerical duties to include but not limited to photocopying, faxing, email, and filing**
- **Monitor work plans and, coordinate work requests**
- **Organize and schedule appointments**
- **Plan meetings and take detailed notes and minutes**
- **Write and distribute email, correspondence memos, letters, faxes and forms**
- **Assist in the preparation of regularly scheduled reports**
- **Develop and maintain filing systems**
- **Update and maintain office policies and procedures**
- **Maintain contact lists**
- **Provide general support to citizens and visitors of Gearhart**
- **Act as a point of contact**
- **Learn aspects of the planning secretary, court clerk, treasurer, and recorder as assigned by the city administrator.**
- **Crosstrain on all administrative positions at city hall**
- **Handle confidential and sensitive information on a regular basis**
- **Become knowledgeable and proficient on city software systems, water billing systems, and city computer systems**
- **Coordinate appointments, meetings, and travel for all**
- **Maintain city website and social media**
- **Prepare and distribute materials**
- **Conduct research for projects**
- **Look at ways to improve services to our citizens, councilors, commissioners, and staff.**

JOB REQUIREMENTS AND KEY COMPETENCIES:

High school diploma or GED.

Position of a valid Oregon driver's license.

Strong written and oral communication skills

Administrative experience

Strong Microsoft Office, internet browser, software manipulation, computer system skills

Strong people skills with a heart to serve

Planning, organizing, attention to detail and accuracy

Problem assessment and problem solving
Information gathering and information monitoring
Flexibility, adaptability and multitask
Teamwork

SUPERVISION RECEIVED:

Works under the direction of the city administrator who holds the employee accountable for achieving department goals and objectives.

SUPERVISOR RESPONSIBILITIES:

No supervision exercised in this position

PHYSICAL DEMANDS:

Employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to twenty (20) pounds on a regular basis. Manual dexterity and coordination are required while operating equipment such as computers, calculators, office machinery, motor vehicle, etc.

WORK ENVIRONMENT:

Most work occurs under the usual office working conditions where the noise level is typical of most office environments. Work may include field locations in an administrative capacity. Position is subject to emergency response after normal duty hours.

WORK WEEK:

Work week based on 40 hours per week, overtime paid on hours over 40 per week which must be approved by the city administrator. "Comp time" and "vacation time" set according to city policy.

WAGES:

	<i>Hourly Rate</i>	<i>Yearly Wage</i>
Step #1 (start)	\$18.74	\$39,110
Step #2 (2nd yr)	\$19.68	\$41,072
Step #3 (3rd yr)	\$20.66	\$43,125
Step #4 (4th yr)	\$21.69	\$45,281
Step #5 (5th yr)	\$22.77	\$47,545 - 5% increase every 5th year after step #5

BENEFITS:

Oregon PERS retirement

Medical, dental & vision offered

Vacation time, sick leave & comp time incurred per city policy:

Vacation time: 40 hours after 1 year
80 hours 2-5 years
120 hours 6-15 years
160 hours 15+ years

Sick Leave: 8 hours monthly

Comp time: Maximum of 40 hours can be acquired