



City of Lake Oswego, Oregon

Job Description

ADMINISTRATIVE ASSISTANT

FLSA Status: Non-exempt

Union Representation: LOMEA or Confidential

Salary Grade: 117; 515

Job Code: 1067; 5028

Class Summary

Under general supervision positions in this class are responsible for providing analytical and specialized administrative support to relieve and assist executive, administrative, and staff managers of complex details and advanced administrative duties. Work is generally of a critical, sensitive or confidential nature. The Administrative Assistant position may be classified as a confidential employee.¹

Distinguishing Characteristics

Incumbents have independent administrative responsibility for a function, a project, a unit within a department, or for a total technical/professional function. Incumbents resolve administrative problems on the application of unclear policies to specific cases not requiring professional-level analysis and decision-making; prevent matters from needing resolution by the executive. Incumbents may supervise lower level administrative/clerical staff, including priority setting, performance evaluation, recruitment, hiring, and discipline.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Advises management on appropriate courses of action for resolution of problems within areas of expertise; analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations.
2. Coordinates and/or supervises administrative and clerical activities of the unit; develops and administers administrative policies, procedures, and budgets for assigned program, division or department.
3. Handles confidential and sensitive information, including grievances, performance appraisals, and salary adjustments.

¹ "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. ORS 243.650

4. Provides computer support to department, including resolving hardware and software problems, providing user training and support, and assisting in system design and planning, troubleshoots desktop, network, and peripheral problems for department, implements new computer related systems, including installing software programs, configuring systems, and testing workability, assists staff with complex formatting and software needs, including basic training of software application programs.
5. Composes and proofreads material to ensure proper layout, grammatical composition, punctuation, and inclusion of all pertinent information.
6. Develops, prepares, updates, and manages various forms, charts, brochures, application materials, and informational handouts using desktop publishing or other applicable computer programs. Designs, develops, and produces flyers, brochures, and posters to publicize events and activities using a high level of graphics, layout, editing, and design standards.
7. Provides administrative support for various meetings, including acquiring meeting locations and accommodations, development of notices for mailing and advertisement of upcoming meetings, maintaining committee mailing lists, developing interested parties list, and preparing and distributing meeting packets as legally required.
8. Prepares notices and reports for city, state, and federal agencies.
9. Develops, maintains, and updates Department's web page.
10. Contacts City personnel at all organizational levels to gather information and prepare reports.
11. Researches, recommends, purchases, implements, maintains, and operates all equipment within the department, including new systems related to computers, equipment, and office policies/procedures.
12. Makes travel and training arrangements for department staff.
13. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- English grammar, spelling, and usage.
- Word processing, spreadsheet, database, presentation, and graphic design and editing software.
- Bookkeeping/accounting methods and practices.
- Practices and principles of public/business decision-making.
- Strategic planning methods with an emphasis on services related to office management.
- Public purchasing and contracting laws and regulations.
- Open meeting laws and requirements.
- Records management theories, methods, principles, and practices.
- Personal computers and related software applications.

Skills and Abilities to:

- Supervision and/or team leadership skills.
- Perform accurate filing and record keeping.
- Organize work and to achieve maximum efficiency.
- Perform conceptual analysis and policy/program development and implementation.
- Manage the operations and budget of a section or entire department.
- Manage multiple programs or projects.
- Establish and maintain effective working relationships with others.
- Develop reports that may include technical information and make presentations of this information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.

- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and four years of general office support work experience or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver’s license and ability to meet the City’s driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.