



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

EXECUTIVE ADMINISTRATIVE ASSISTANT

ADMINISTRATION

FLSA Status:	Non-Exempt
Department:	Administration
Union Representation:	Non-Represented

GENERAL STATEMENT OF DUTIES:

The Executive Administrative Assistant position is classified as a confidential employee¹ to the City Manager. In addition, the position will assist the City Recorder, public with public information, City policy, project processing, Park and Event Use and general City services.

Responsible for providing analytical and specialized administrative support to relieve and assist executives of complex daily details and advanced administrative duties. Work is primarily of a critical, sensitive or confidential nature.

SUPERVISION RECEIVED:

Works under the direction of the City Manager.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

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 to specific cases not requiring executive-level analysis and decision-making by the overseeing departments; prevent matters from needing resolution by the executive.

Duties that are included, but are not limited to:

- Performance of routine clerical and administrative work, such as answering phones, answering routine customer questions, filing, letter writing, faxing, mail distribution, mailings, and receipt of funds.
- Composes and proofreads material to ensure proper layout, grammatical composition, punctuation, and inclusion of all pertinent information. Knowledge of rules of effective English, spelling, usage, and grammar.

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

- May work directly with walk-in customers to aid in policy provision.
- Coordinates meetings for City Manager, Department Heads, Developers, citizens, etc.
- Supports City Manager/Recorder in providing support to the City Council and other elected officials, including development of notices, advertisement of meetings, distributing meeting packets as needed, monitoring communication, and coordinating responses to citizen inquiries.
- Participates with the City Manager/Recorder in administering the records management program according to regulations and records retention procedures.
- Assist City Manager with Community Program Committees (Parks and Police)
- Responsible for Business Licensing and OLCC Liquor Licensing, new and annual renewal.
- Provides assistance to direct the public to resources available within the City.
- Obtains, creates, and converts electronic information from various formats for maintaining records and public access.
- Responsible for maintaining the website and other social media as assigned for the City.
- Assists other departments with purchasing, inventories, periodic maintenance reports, miscellaneous billings, payment vouchering, regular training scheduling, confidential reports, and assists with contract administration.
- Some evening meeting attendance and professional development courses may be required on an as needed basis.
- Communicate effectively with coworkers, management, elected officials, and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Performs other duties of a similar nature or level as assigned.

NON-ESSENTIAL FUNCTIONS:

- Maintains and orders office supplies and certain common/major supply orders for all departments of the City.
- Assists in maintenance calls for office equipment.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Word processing, spreadsheet, database, presentation, and graphic design software.
- Practices and principles of public/business decision-making.
- Public purchasing and contracting laws and regulations.
- Records management theories, methods, principles, and practices.
- Operation of computer, printer, copy machine, postage machine, fax machine, telephone and 10 key calculator.
- Word, Excel, or other database systems, and ability to learn specific programs for finance and building departments.
- Communicate effectively both verbally and in writing.
- Plan and complete various tasks beyond the regular daily routine.

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- Communication related to building and maintaining positive relationships with co-workers and citizens.
- Exceptional organizational skills and ability to complete multiple tasks simultaneously within specified deadlines. Organize and prioritize work to achieve maximum efficiency.
- Perform conceptual analysis and policy/program development and implementation.
- Develop reports that may include technical information.
- Independent worker.
- Provide good customer service internally and externally.

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.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent with specialized course work in general office practices and a minimum of three years of responsible related experience or a combination of education and experience in the public sector.
- Notary republic for the State of Oregon required.

WORK ENVIRONMENT:

The work environment is primarily a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved By:

Dan Huff, City Manager

Date

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