



Administrative Special Projects

DEPARTMENT: Administration **SUPERVISOR:** Assistant City Manager
CLASSIFICATION: Exempt **PAYROLL:** Grade 110

POSITION SUMMARY: Plays an important role in making a difference both in the organization and in the community; impacting how residents, council and City staff work together to achieve an inclusive and welcoming city with a high quality of life for everyone. The qualified candidate needs to possess a minimum of four years demonstrated progressively responsible experience in local government, communications, public involvement, public policy, project management, budget or closely related experience. Serves as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Assists the City Manager and members of the City management team in monitoring internal and external issues. Coordinates activities with other departments and agencies.
- Assists in the development of short- and long-range plans, collect and analyze data for studies and reports, prepares recommendations and presents information to the City Manager, management staff, and City Council.
- Performs a variety of research, analysis and administrative studies related to department and/or citywide special projects including policy development, organizational improvement, and cost-benefit or feasibility studies.
- Directs and implements programs as approved by the City Manager.
- Manages the Community Engagement Coordinator, ensuring working relationships with the media, providing excellent public information and official statements.
- Assists in the formulation of the City Council Agenda and City Council meeting packet.
- Schedules and coordinates City Council or other meetings and events as requested. Prepare, issue, and distribute meeting notices, agendas, and meeting packets. Equipment set-up and clean-up for Council and as needed for other assigned meetings.
- Attends and prepares minutes for Council and other meetings as requested.
- Provides clerical support to Human Resources including but not limited to recruitment and selection, new employee orientation, performance management, training, benefits, and other confidential and sensitive tasks as needed.
- Oversees the OLCC licensing renewals and new applications in conjunction with the Police Department.

- Assist with the City's records retention and destruction, including the City's records management system, Oregon Records Management System (ORMS). Provide training and assistance to other employees on ORMS.
- Perform duties that involve confidential and sensitive information.
- Exercises independent judgment and initiative and applies considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations.
- Maintains cooperative working relationships with City Council, City staff, other organizations and the general public.
- Acts as an Ombudsman to further develop and monitor the collaborative efforts of private/public relationships within the city.
- Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.
- Operates a PC, including Microsoft Word, Excel, Office and PowerPoint and general office equipment.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
- Serve as Notary Public.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Broad knowledge of laws, regulations, and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Experience in a public agency highly desirable. Ability to research and interpret ordinances, statutes and administrative rules.
- Advanced knowledge of secretarial principles, practices and techniques, including records maintenance, word processing, business English, grammar, punctuation, spelling, administrative research, report writing, municipal departmental functions, and public relations techniques.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- Ability to communicate effectively verbally and in writing.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of or ability to obtain International Institute of Municipal Clerks certification.
- Notary Public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Assistant City Manager.
- Responsibilities include the direct supervision of administrative personnel.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Administrative Services Manager

Date

Assistant City Manager

Date