

RESOLUTION NO. 1102

A RESOLUTION creating the position of Executive Assistant to the City Administrator, setting for a job description for the position, and establishing a salary range of Steps 1-7 under the Non-represented Employees Salary Scale.

THE COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

I

There is hereby established a new position entitled Executive Assistant to the City Administrator. Such position shall be under the supervision of the City Administrator, and shall be responsible for the duties as defined in the job description, attached as Exhibit "A", and as may be revised from time to time.

II

The salary range for the position of Executive Assistant to the City Administrator shall be as set forth in Exhibit "B", attached hereto.

ADOPTED at a regular session of the Council of the City of Camas, this 7th day of May, 2007.

SIGNED:

Paul D. [Signature]
Mayor

ATTEST:

John M. [Signature]
Clerk

APPROVED as to form:

[Signature]
City Attorney

EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under general direction, to perform a wide variety of responsible, confidential and complex administrative, technical and clerical duties for the City Administrator and associated executive and professional staff; to provide information and assistance to the public; to prepare reports and attend meetings; and to perform a variety of duties relative to assigned area of responsibility.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a wide variety of responsible, confidential and complex administrative, technical and secretarial duties for the City Administrator, Mayor and other department heads as required.
2. Coordinates complex, technical and administrative activities of the department with staff at all levels citywide and with the general public. Serve as liaison between the City Administrator, City boards and commissions, the City Council and citizens.
3. Type, proofread and edit a wide variety of comprehensive, complex and confidential reports, letters, memoranda, correspondence and statistical charts; type from rough draft or verbal instruction;; review finished materials for completeness, accuracy, format and compliance with applicable policies and procedures.
4. Screen visitors and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; refer inquiries to other staff as appropriate.
5. Maintain calendar of activities, meetings and various events for the City Administrator; coordinate travel arrangements and hotel accommodations; schedule use of all conference rooms; prepares for, coordinates, schedules and arranges public functions, special events and meetings for the City Council, City Administrator and official visitors to the City.
6. Prepare and distribute agendas and packets for City Council and various board meetings; attend meetings, prepare minutes and disseminate information to City staff. Coordinates with other departments as needed for preparation.
7. Utilize a computer network system to input or retrieve data and prepare reports using appropriate word processing or spreadsheet applications and databases.
8. Develop and maintain filing system for City Administrator and staff, including confidential files; maintains records, locates files, documents, and other information as necessary; researches and provides information on subjects as required; refers requests for specific information about technical or specialized matters to appropriate personnel.

9. Receive, sort and distribute incoming and outgoing mail and correspondence; copy and distribute as requested.
10. Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
11. Perceives when non-routine activities are required and offers to help without needing to be asked. Makes efforts to modify workload to assist with emergency situations, assignments or projects whenever possible.

AUXILIARY FUNCTION STATEMENTS

1. Maintain inventory of office supplies and other general supplies; order supplies as needed.
2. Follow all safety rules and procedures established for work area.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipality.

Standard office, administrative and secretarial practices and procedures.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Principles and practices of customer service.

Techniques of business letter writing and report preparation.

Principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform responsible and difficult secretarial and administrative support services involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Independently prepare correspondence and memoranda.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Research, compile and summarize a variety of informational materials.

Work independently in the absence of supervision.

Work cooperatively with other departments, City officials and outside agencies.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by 2 years specialized training in office procedures or a related field.

Experience:

Four years of increasingly responsible administrative support experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to review written materials.

Other Factors: Incumbents will be required to work extended hours including evenings and occasionally weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Exhibit A

	1	2	3	4	5	6	7
Executive Assistant to the City Administrator	3535	3641	3750	3862	3979	4098	4220