

CITY OF ORTING

JOB DESCRIPTION

Job Title: Administrative Assistant

Department: City Clerk

Reports to: City Clerk

SUMMARY DESCRIPTION

Under the supervision of the City Clerk, The Administrative Assistant, performs a variety of detail oriented, confidential administrative work in support of the operations of the Executive and Parks & Recreation Department. This position will have contact with both internal and external customers on a daily basis. This is a full-time non-represented, FLSA exempt, non-Civil Service position. A typical work week is Monday through Friday, 8am-5pm, but with a flexible schedule to accommodate evening and weekend meetings, and events as required.

ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

1. Coordinate meetings, logistics for events, meeting, public forums, open houses, etc. for the Mayor, City Administrator, City Clerk and Management team as requested.
2. Aid with a wide variety of assignments in support of the executive department.
3. Assist with Records requests and act as Records Officer in the absence of the City Clerk.
4. Assist the City Clerk and executive staff in maintaining and filing official City records and documents including: resolutions, ordinances, meeting minutes, bid documents, contracts, documents for City Council, Commissions, Committees, Boards, and other records.
5. Post notices for meetings, and hearings, on reader board, the City newspaper of record, City website, and social media sites.
6. Provide meeting support and preparation in the absence of the City Clerk.
7. Provide support for Advisory Boards, and Committees as assigned.
8. Assist in records management, by coordinating with departments in the City, monitoring vital records and their appropriate retention schedules in accordance with State Records Retention Schedule, and other laws and regulations related thereto.
9. Maintain and update records box inventory list.
10. Maintain Inventory of Small and Attractive assets.
11. Coordinate volunteers at events & activities.
12. Assists with planning of City events.
13. Research and coordinate recreational activities for youth and adults.
14. Works with other groups or sponsors to coordinate events and activities which use City facilities and property.
15. Manages calendar of rentals and city facilities.
16. Assists City Clerk and Activities and Events Coordinator in preparing the Parks and Recreation budget request.
17. Performs the duties of a passport agent.

18. Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Functions, activities, and responsibilities of the City Clerk’s office.
- Knowledge of Records Management process and procedures.
- Knowledge of the different branches of municipal government
- Roberts Rules of Order and parliamentary procedures.
- State and local laws and regulations regarding public records, public meetings, and legal notices.
- Organizing recreation activities including rostering.
- Managing volunteers.
- Advertising and community engagement.

Ability to:

- Work on multiple projects simultaneously in a fast-paced and challenging Environment
- Understand trends in municipal communication practices, and implement new communication mediums.
- Work independently and cooperatively with others.
- Maintain confidentiality of sensitive materials and information.
- Communicate in person, in writing or over the phone with the public and other staff courteously and professionally. - To research and communicate findings to other executive staff.
- Interact with the public in an effective, customer friendly manner.
- Ability to follow projects to completion and meet deadlines.
- Maintain effecting working relationship with City staff and other cities.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High school diploma or GED is required.
- Two years of office experience preferably in the government sector.

Licenses and Certification:

- Valid Washington State driver’s license

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing.

Physical: Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, hearing is needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with staff, and requires strong communication skills, and the ability to work independently on a consistent basis.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.