

Dunes City
Administrative Assistant
Position Description

Status: Part-Time, non-exempt, not more than 600 hours per year (about 10 hours per week.)
Supervised by: City Administrator/City Recorder
Evaluation: Ninety days and annually (from date of hire)
Salary: \$15.00 per hour

Primary Purpose: To assist the public with Dunes City business, provide administrative support to the City Administrator, City Recorder, City Staff, Mayor, City Council, Commissions and Committees; and to manage specific programs and projects as assigned.

ESSENTIAL JOB FUNCTIONS

Note: there are two Administrative Assistants, so program management duties will be divided between the two, i.e., one will run the septic program and the other will run the water measurement program.

1. Provide administrative assistance to the City Administrator, City Recorder, City Planner and Permit Administrator as required.
2. Maintain the mail log of all correspondence coming in and going out of the City.
3. Maintain accounts payable and accounts receivable logs and files. Assist City Administrator with preparation of financial reports and tax filings as requested. Assist City Recorder with compilation of audit materials as needed.
4. Assist Commission and Committee members, volunteers, etc., with mailings, copying, etc.
5. Greet visitors at the window during office hours and contact appropriate staff to handle the question or concern.
6. Answer the telephone and direct the calls to the appropriate staff member.
7. Maintain committee membership spread sheet and notify the City Administrator and members when terms are about to expire. Maintain committee member personal information file.
8. Maintain monthly water meter reading spreadsheet; report any concerns over the amount of water being reported to the City Administrator (to identify leaks, etc.). Assist City Administrator in submitting annual meter readings and water usage to the State.
9. Maintain Septic Maintenance database and program, including sending written reminders, courtesy reminders, demand letters, and certified demand letters to encourage compliance; refer non-compliant property owners to the City Administrator for legal action.
10. Assist the City Administrator and City Recorder in grant writing efforts, including watching for grant opportunities.
11. Perform all office filing. Duties include document filing, keeping file folders current by preparing new folders as needed, provide a logical indexing system for efficient operation of City Hall and easy retrieval, archiving files and determining retention dates based on Archives Division/OAR schedule.
12. Do or perform all work-related activities requested by the City Administrator and City Recorder.
13. Keep the emergency communications systems fully charged and functional.

14. Keep the well and bottled water units clean and sanitary.
15. Maintain the calendar of events for all City staff and elected officials.
16. Copy, sort, and otherwise prepare the Council Packets for all council meetings.
17. Refer all permit requests to the Permit Administrator, the City Recorder, or the City Administrator.
18. Organize, inventory and notify the City Administrator and/or City Recorder of needed or requested supplies and equipment.
19. Notify City Administrator or the City Recorder when repairs need to be made.
20. Assist the City Administrator and others in oversight and maintenance of the City's website.
21. Oversee and maintain adequate supplies of tourist brochures and other information.
22. Prepare and set up City Hall for all meetings and rentals.
23. Prepare all mailings as directed by the City Administrator, City Recorder, Permit Administrator, or Planning Secretary.
24. Maintain warranty files for merchandise and equipment purchased.
25. Maintain photo library for all photos for the City.
26. Assist the City Administrator with the preparation of City Council packets, both hard copy and electronic.
27. Assist with planning and staffing events as instructed by the City Administrator or City Recorder.
28. Create and maintain Complaint file.
29. Check in and out key assignments and maintain log for the same.

Ergonomic Requirements:

The current position requires the ability to reach, bend, lift, stoop, crouch and perform similar functions while performing essential and secondary job functions. The position requires some lifting up to 20 pounds unassisted. The position requires the ability to process information using computer methods and technology for more than 80 percent of the work time. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation.

Working Hours and Benefits:

Work hours will be Monday and Thursday, from 10:00 a.m. to 3:00 p.m. Additional work hours may be required at the request of the City Administrator or City Recorder, however, at no time shall the total number of hours worked in any given year exceed 600 hours.

On _____, I received a copy of this position description.

Employee Signature

Date

City Administrator Signature

Date