

RESOLUTION NO. 657-2018

A RESOLUTION ADOPTING A JOB DESCRIPTION FOR PUBLIC WORKS OFFICE ASSISTANT.

Findings

- A. The City Council of the City of Hubbard find there is a need to create a Public Works Office Assistant job description.

Based on the findings, the City of Hubbard resolves as follows:


Section 1: The City of Hubbard hereby adopts the Public Works Office Assistant job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Public Works Office Assistant.*"

ADOPTED BY THE CITY COUNCIL this 13th day of November 2018.

CITY OF HUBBARD, OREGON

BY: 
MAYOR

ATTEST:

BY: 
RECORDER

APPROVED AS TO FORM:

BY: 
CITY ATTORNEY

PUBLIC WORKS OFFICE ASSISTANT

General Statement of Duties

Performs a variety of routine office support duties and clerical tasks using standard office equipment, forms and documents.

Distinguishing Features

Work is performed under the supervision and direction of the Public Works Administrative Manager. The principal duties of this class are performed in a general office environment. This position operates under state and federal laws, the city charter, ordinances, and the direction and rulings of the City Council. This is a non-exempt position.

Essential Duties

- Word processing.
- File documents, records and other materials.
- Answer telephone calls and direct to the appropriate person or take detailed messages.
- Provide assistance with routine scheduling.
- Learn and perform assigned tasks and routines.
- Perform other duties consistent with the role/function of the classification.
- Keep immediate supervisor informed concerning work progress, including present and potential problems and recommendations for addressing these issues.
- Establish and maintain effective working relationships with those contacted in the course of work.

Required Knowledge, Skills, and Training

- Working knowledge of office procedures and operations, including telephone etiquette, basic spelling, English grammar, punctuation and basic arithmetic.
- Working knowledge of computers and software applications including but not limited to Microsoft Office (Word, Excel, Publisher, Power Point).
- Ability to type 50 words per minute.
- Working knowledge of common office equipment.
- Working knowledge of City and department operations, policies, and procedures.

EXHIBIT "A"

- Ability to maintain accurate records and files.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.
- Ability to physically perform the essential functions of the position with or without accommodation.

Required Education and Experience

Minimum Qualifications:

- High School Diploma or GED
- General office experience including the use of computers and Microsoft Office programs.
- Typing speed 50 words per minute.
- Customer service experience.
- OR any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Preferred Qualifications:

- Bilingual Spanish/English

Required Special Qualifications

- Possession of a valid Oregon driver license, and acceptable driving record.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity which enables the employee to operate a personal computer, telephone, and related equipment.

EXHIBIT "A"

- Sufficient personal mobility and physical reflexes which enable the employee to function within a general office environment.