

City of Springfield, Oregon: Administrative Specialist – Annexation/Planning Commission Support

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: OPEU	FLSA: Non-Exempt
Job Code: 219350	Grade/Range: 117
	Effective Date: 09/01/2008

General Summary of Duties

Performs complex, specialized administrative support activities in support of the DSD department, the Planning Commission, and/or program operations. Duties include program & work-plan coordination, records administration, scheduling, document and report preparation, data input, and telephone/visitor reception. Performs related duties as required.

Distinguishing Characteristics

This classification is similar in scope to the Administrative Secretary classification but without confidential duties. This position is distinguished from the Program Technician classification by the inclusion of complex specialized administrative support responsibilities in addition to technical duties. This classification is specifically assigned to provide staff support to the Planning Commission.

Supervision Received and Exercised:

Supervised by a manager, professional, or unit supervisor. Takes direction from Planning Commission under approval of manager, professional, or unit supervisor. May provide lead direction to clerical staff. Does not supervise.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- May serve as the department’s primary representative for the annexation program including participating in the development of annexation program, sub-program, and special projects and processes; serving as liaison on annexation issues; carrying out public notification procedures.
- Provides staff support and serves as liaison and resource to the Planning Commission, staff, committees, local agencies, the public and other groups within the scope of the position. Activities may include work-plan coordination, reviewing processes, recording committee or commission decisions, and assuring procedural compliance with applicable rules, regulations and statutes.
- Performs general clerical/administrative support which includes: preparing and proofing reports, notices, and correspondence; attending meetings and taking minutes; overseeing and maintaining office filing system; prescreening mail; monitoring phones; and/or performing other related duties.
- Conducts special projects as assigned, which may involve basic research and the sorting, summarizing, and compilation of data and documentation.

- Responds to requests for information and assistance; provides information regarding applicable rules, policies, and regulations; resolves citizen concerns and complaints; refers inquiries as appropriate.
- Organizes and maintains calendars, including meetings, travel, and project timelines; makes arrangements for meetings and/or events.
- Assists with budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
- May serve as a lead to employees, which includes prioritizing and assigning work and training staff on work methods.

Qualifications

Knowledge:

- State land use rules and regulations.
- English language, grammar and punctuation;
- Basic mathematics;
- Modern office practices and procedures;
- Filing techniques and practices;
- Personal computers and other office machines and equipment;
- Recordkeeping practices;
- Basic budgeting principles;

Ability in:

- Performing difficult administrative, secretarial, clerical, and office assistance work involving independent judgment and requiring accuracy and speed;
- Working independently;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Prioritizing work and performing multiple tasks;
- Developing and maintaining office organization;
- Establishing and maintaining files and file systems;
- Keyboarding or operating office equipment sufficiently to perform assigned duties;
- Operating word processing, spreadsheet, database, and graphic systems sufficiently to perform assigned duties;
- Preparing routine reports;
- Providing quality customer service to Department visitors, in person and via telephone;
- Assisting in developing and monitoring budgets;
- Communicating effectively orally and in writing;
- Working effectively with other employees, elected officials, and the general public;

Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:
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Related work experience, typically four years of increasingly responsible secretarial experience including direct support to one or more managers. Formal business training/education may be substituted for one year of the required experience, or any combination of experience, training, and education that provides the required knowledge, skills, and abilities.

Required Special Qualifications
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- None

Working Conditions

Incumbents in this classification work in conditions that vary depending on the department assignment. All departments require incumbents to enter and retrieve data from personal computers and terminals via keyboards, and work is often performed while sitting for extended periods of time. Incumbents who perform reception duties may be required to greet customers at a public counter which may be located away from their workstation. Incumbents also operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. Positions which perform filing duties require use of the arms above the shoulder, and repetitive bending and stooping. Some positions require the ability to sort, separate, and arrange material in a prescribed manner and may also require the ability to differentiate between colors when using color-coded forms or files. Positions may require lifting and carrying short distances objects such as reams of copier paper, office supplies, files, books and other packages weighing up to 20 pounds. Some positions may require lifting and carrying short distances objects such as file racks and other packages weighing more than 20 pounds.

Classification History:

2008.09 – New Classification.