



UMATILLA COUNTY

POSITION DESCRIPTION

Department: ***Community Development***

Position Title: ***Administrative Assistant***

Employee Name: _____

Effective Date: _____

Salary Range: 18

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION:

Provides administrative, fiscal and clerical support to the Community Development Department. Serves as office coordinator between the Community Development Director, Planning Division, Commissioners Office, County Counsel, public persons, department heads, and other governmental agencies. Responsible for reading, transcribing, and maintaining accurate records of public meetings; scheduling meetings/appointments; and assisting public. Maintains computerized data systems containing land use files and property records. Monitors budget costs on a regular basis and assists with preparing budgeted expenditures according to policy and procedure within budgetary allowance, consulting with Director as appropriate. Responsible for monthly payables/reimbursements which includes: ensuring proper signature, required attachments, and correct General Ledger codes are submitted to the Finance Department in a timely manner.

SUPERVISION RELATIONSHIP:

Works under the direction and guidance of the Community Development Director and Planning Division Manager. Provides office support to departmental staff.

PRINCIPAL DUTIES OF THE POSITION:

1. Maintains knowledge of all clerical duties. Arranges for department team travel including hotel accommodations and land and air transportation bookings as needed. Oversees Department vehicle maintenance logs and schedules vehicle service as needed.
2. Coordinates and organizes department meetings and conferences including meeting venue bookings, catering requirements, audio-visual equipment and maps and tends to other requirements as required.

3. Completes internal and external correspondence and distributes as directed. Prepares meeting agendas, records, prepares and distributes meeting minutes, and maintains organized paper and electronic files. Arranges conference calls, and schedules meetings for the Director and other Planning Division staff.
4. Serves as the first point of contact and maintains a log/record of incoming calls and emails from the public. Accurately answers questions and information requests to best of ability, and forwards questions and information requests to other staff, as appropriate.
5. Greets customers at front counter. Performs basic property information searches.
6. Performs financial record keeping and accounting for ~~the~~ accounts payable/payroll personnel. Acts as department liaison to Finance Department regarding accounts payable policy and procedures. Responsible for monthly payables/reimbursements which includes: ensuring proper signature, required attachments, and correct General Ledger codes are submitted to the Finance Department in a timely manner. Oversees accounts receivable for Department by completing daily deposits, monthly reconciliations, and maintaining the online payment portal.
7. Assist in development of budgets and monitor costs on a timely and regular basis. Prepare budgeted expenditures according to policy and procedure and within budgetary allowance, consulting with Director, as appropriate. Participates in reviewing and establishing fee collection policies and setting fees. Participates in development and implements departmental policies for areas such as budget, data management, purchasing and accounts payable/receivable. (EE)
8. Performs some tasks of a problem-solving nature to include computer input/retrieval methods. Develop, produce and maintain reports, including the Department policy and procedure manual.
9. Organizes, attends, and maintains accurate minutes of all Planning Commission meetings, hearing and proceedings. Ensures accurate Planning Commission calendar and communicates with Planning Commissioners about meetings, schedules and locations. Prepares and provides hearing packets and hearing materials for Chair. Distributes affected agency and property owner's notices. Reviews public meeting notices and correspondence to affected individuals regarding actions of the Planning Commission and/or Board of Commissioners. Publishes public hearing notices in appropriate newspaper/ publication in a timely manner. Maintains Planning Commissions records. Assists with recruiting and filling vacant Commission positions.
10. Assists Planners with preparation for Board of County Commissioners land use hearings. Prepares and provides Board of County Commissioners hearing packets and hearing materials for Chair.
11. Assists Planners with preparation of record for appeals filed with the Land Use Board of Appeals.
12. Provides professional editing and proofreading support as requested by Community Development Director, Planning Division Manager and other staff.

13. Updates Community Development Department webpage and provides additional website updates to the IT department to ensure up to date department information is posted on the internet/county website.
14. Orders office equipment and clerical supplies for all department office locations as approved. Orders and prints required forms, educational materials and other requested items from appropriate vendors when necessary. Maintains master forms file and ensures forms are updated. Maintains inventory of all necessary supplies for copiers and printers as well as other office equipment and accessories. Troubleshoots copier and printer problems and arranges for maintenance as needed.
15. Troubleshoots and communicates with the Maintenance Department on office maintenance issues and ensures problems are resolved. Fills out maintenance requests as needed.
16. Collects and distributes office mail and maintains Department mail log for incoming/outgoing mail. Prepares address labels and Affidavit of Mailing for public notice mailings.
17. Maintains accurate records of property files including but not limited to, zoning permits, land use decisions, conditional use permits, land divisions, access permits, and land use compatibility statements in the Planning records system. Updates applicable permits and re-scans them for tracking program. Finalizes boundary adjustment files after map changes are made.
18. Attends meetings as requested by the Director or Planning Division Manager. Participates in developing and implementing departmental mission, goals, objectives and projects. Represents Agency at appropriate levels in local, County and State groups as requested by the Director or Planning Division Manager.

POSITION REQUIREMENTS:

Education/Experience

- High school graduate or GED equivalent
- Must have extensive understanding of basic office operations as demonstrated through a minimum of 3 years of general office experience, or a combination of 2 years of general office experience and office management experience.
- Experience with project management as demonstrated through post-secondary education, project management courses, or experience leading a project through to completion.

Preferred Requirements

- Post-secondary degree
- Public notary certification
- Valid Driver's License

Knowledge, Skills, & Abilities

- Ability to give full attention to what other people are saying, and take the time to understand the points being made
- Ability to work on multiple projects or tasks at the same time and prioritize work.

- Ability to work independently, while keeping others informed of status.
- Knowledge of conduct of public meetings and an ability to take accurate minutes.
- Speak effectively to others to convey information.
- Ability to accurately and logically present information both verbally and in writing.
- Excellent organization skills and an ability to enter, record, store and maintain information in writing and electronically.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Prepare clear and concise narratives, written reports and documentation.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Develop and maintain constructive and cooperative working relationships with agencies and other county departments.
- Demonstrable commitment to, and understanding of, sustainability and the ability to promote commitment, understanding, and use sustainability principles by employees for day to day operations required.
- Must successfully pass a background check.

General/Organizational Competencies

1. Integrity: Act with honesty and honor without compromising the truth and do the right thing even when no one else is around.
2. Accountability: Acknowledge and assume responsibility for your actions and decisions, as well as evaluate and be evaluated on performance and behavior that you are responsible for.
3. Empowerment: Encourage and support all people to take initiative and give their best, as well as promote an environment that encourages all people to lead and make decisions.
4. Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring Umatilla County policies and all regulatory requirements.
5. Customer Focus: Striving for high customer satisfaction, serving the public in a helpful, pleasant and courteous attitude.
6. Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others and keeping others informed.
7. Collegiality: Being helpful, respectful, approachable, and team-oriented, building strong working relationships and a positive work environment.
8. Initiative: Taking ownership of our work, doing what is needed without being asked, following through.
9. Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
10. Coachable: Being receptive to feedback, willing to learn, embracing continuous improvement.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands and fingers to, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date