

CITY OF CANNON BEACH
Job Announcement
Administrative Assistant
Community Development Department

The City of Cannon Beach is seeking qualified applicants for the position of Administrative Assistant. The position is a permanent full-time position. Work hours generally are 8:00 a.m. to 5:00 p.m., Monday through Friday; excellent benefits; pay scale \$26.34 - \$33.62/hr. The administrative assistant attends two-night meetings each month to take minutes. This position is within a represented bargaining unit (Union).

General Summary

Under general supervision, the positions in this class perform a full range of routine to complex administrative and secretarial support for the Community Development Department and Building Official, or as otherwise assigned within the City. Coordinates the administrative activities of the department, program or functional area assigned.

Essential Functions

Administrative Assistants provide diverse and confidential administrative, secretarial, and support services, interact with internal and external customers, public, vendors and other individuals; may lead, direct, or supervise other clerical support staff; and performs other duties as assigned. Incumbents may participate in broad Citywide issues and interact with elected officials, representatives of industry, community, or professional groups.

Typical Duties/Examples of Work

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility which may be assigned to a position in this class.

- Administrative support for various meetings, including arranging meeting locations and accommodations, development of notices or agendas, and preparation or coordination of informational materials. May prepare, organize and distribute agenda and staff report material for City Council, Planning Commission, Design Review Board, and/or other public meetings; may attend meetings to take and transcribe minutes. May also provide support services and follow-up on items as requested or directed.
- Type and proofread a wide variety of regular, confidential, and/or case-sensitive reports, presentations, manuals, technical reports, memoranda, public announcements, flyers and/or statistical charts; type from rough draft, verbal instructions or transcribe machine recordings; and compose correspondence related to assigned responsibilities.

- Process applications, forms, notices, permits, billings and purchase orders. Organize and maintain files, logs, records, and related filing systems within specific program area of assignment. May conduct reviews/ research and recommend action and draft decision documents or prepare technical summary reports.
- Receive and respond to in-person, email, and telephone inquiries and requests from the public and other staff on issues or matters related to specific program area of assignment. Provides information and handles issues that may require sensitivity; conducts review or research, and refers the request or issue to appropriate staff, as applicable.
- Attends to a variety of office administrative details; develops, implements or maintains operational, administrative, program, personnel, and other policies and procedures.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain storage and filing, utilizing a wide range of software applications, including Oregon Building Department's E-Permitting system, GIS mapping and Short-Term Rental tracking services.
- Website management.
- Other duties as assigned.

Mandatory Qualifications

High School diploma or GED and three years of experience in general office practices and/or management support, including operation of computers and application of word processing, and spreadsheet programs.

Desirable Qualifications

Knowledge of municipal government practices. Experience with bookkeeping/accounting methods and practices. Experience in working with other support staff.

Knowledge Required

- English grammar, spelling and usage.
- Full working knowledge of the specialized area of assignment.
- Word processing, spreadsheet, and presentation software.
- Office administrative and management practices and procedures, including record keeping, filing and purchasing practices and procedures.
- Working experience with the preparation of reports, presentations, records and correspondence.

Skills Required/Ability to:

- Organize, set priorities and exercise independent judgment and personal initiative.
- Work with other staff.
- Apply extensive knowledge of advanced secretarial and administrative practices, including performing accurate filing and record keeping.
- Apply records management theories, methods, principles, and practices.
- Interpret, apply, explain and reach sound decisions in accordance with rules, regulations, agreements, policies and procedures.
- Perform a variety of duties to relieve department/division staff of technical or routine administrative detail.
- Manage and perform multiple tasks and activities.
- Communicate clearly and concisely, both in writing and orally.
- Establish and maintain effective working relationships with co-workers, customers, volunteers and citizens.
- Apply effective internal and external customer service skills.
- Use and operate general office equipment including a computer, printer, fax, copier,
- Use keyboard; utilize word-processing, spread-sheet or other application software as required for the position.

Working Conditions

Work in this class is typically performed in an office environment. Typically requiring reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Periods of sitting with attention to a computer keyboard and video display terminal may be necessary. Light lifting up to 30 pounds, and reaching for files, may be required. Frequent interruptions of work may be experienced. Will require attendance at meetings or activities outside of normal working hours. On occasion may deal with distraught or difficult individuals.

Filing Instructions:

Application deadline: Open until filled. First review of applications will be September 21, 2022. Download an application and job description from our website: www.ci.cannon-beach.or.us/jobs. For more information or to send a letter of interest, resume and completed application form to the attention of Jeff Adams, Community Development Director, City of Cannon Beach, PO Box 368, Cannon Beach OR, 97110; or fax to (503) 436-2050; or via email to adams@ci.cannon-beach.or.us.

Equal Opportunity Employer. Veteran's preference as applicable under State Law.

Posted: September 2, 2022