

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Office Assistant II

FLSA: Non-Exempt

Civil Service: Exempt

Department: Public Works

Reports To: Public Works Office Manager

Purpose

The Office Assistant II provides administrative, and reception support for the Public Works Department. He/she greets visitors, receives incoming telephone calls and provides information within scope of knowledge for the department, and performs a variety of diversified duties as needed to keep the Public Works Department operating efficiently.

Supervision Responsibilities

This is a non-supervisory position

Essential Functions

Under occasional to moderate supervision, the Office Assistant II works to complete assigned tasks which require accurate and timely completion of administrative duties as assigned.

Individuals assigned to this position have discretion in coordinating and conducting the day-to-day workflow. However work may be reviewed by the Public Works Managers or Director.

These broad administrative classes provide support to all city departments and staff; assist the general public and City staff in other departments with various requests, inquiries or problems; serves as back up to other staff as needed. Assignments in these classes vary by department. Responsibilities include, but are not limited to, Administrative Support Services, Records Management, Purchasing, and Public Records Requests.

This job description reflects essential functions that are necessary to perform this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Receives and greets all visitors including vendors, clients, job candidates, customers and other visitors having business with department; assists, provides instructions or directs to other departments if appropriate, and receives/resolves citizen complaints.
- Provides telephone reception services to the general public and/or staff; assists callers or routes to appropriate staff. Performs basic office and clerical duties such as making copies, sending and receiving faxes; distributing faxes to appropriate staff/department, and obtaining signatures on documents as needed.
- Operates and performs routine maintenance of general office machines such as copiers, facsimile machines, postage machine and telephone systems.
- Retrieves, opens, stamps, sorts, and distributes incoming, interoffice and outgoing mail, and packages including FedEx and UPS. Also, accepts and processes Bids/RFPs.
- Coordinates and schedules appointments, meetings, or reservations of various City Hall facilities for staff and external requestors; sets up meeting room location and copies materials.
- Assists other departments' clerical functions when directed by the Public Works Director or Office Manager.
- Organizes and maintains various filing systems to manage both physical and electronic official city; books, manuals, records, ordinances, resolutions, bids/RFP, and contracts in accordance with state records retention schedule. Also, to assist in public record requests.
- Enters various data/information into database(s) related to department and state functions or activities; updates database(s) as needed. Formats and types letters, memos, forms, labels, agendas, notices, reports, or other correspondence and proofs correspondence and related documents of staff.

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- Generates purchase orders to include: preparing requisitions and invoices; requesting forms for vendors; coordinating orders; receiving and reconciling shipments with purchase orders; ordering and maintaining supplies; maintaining vendor files; coordinating equipment maintenance and repairs; and copying, sorting and/or filing information.
 - Performs accounting functions which may include: receiving payments, preparing invoices, processing expense reports, forwarding invoices to accounting for payment preparing check requests, managing postage funds and financial reports, monitoring use for various credit and purchasing accounts
 - Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.
 - Completes special projects as assigned by supervisor in support of department goals.
 - Assists with preparing procurement documentation according to City policy and State Requirements.
 - Responsible for entering, organizing and tracking data related to the cross-connection and grease trap programs; Uses mail merge for sending letters and notifications; Tracks, scans and files responses; Meets and documents process milestones; Complies quality formatted program status reports from the spreadsheet data.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The individual serving as the Office Assistant II must be able to communicate effectively and courteously. Knowledge of routine office procedures, including use of office equipment is required. Also, must be able to produce written documents with clear organized thoughts using proper sentence construction, punctuation and grammar. The individual in this position must have the ability to communicate in person or via telephone to interact with others. This position demands good interpersonal communication skills to deal with other individuals.

Working Environment

Work is performed in an office environment. The employee will be required to answer multi-line

telephones. Operation of computers and other office equipment is an essential job function. Repeated interruption of the work routine is typical. Must have the ability to produce handwritten documents, ability to read and interpret written documents, codes and statutes.

Physical Demands

The Office Assistant II must have the physical ability to perform all essential job functions. Continuous repetitive arm/hand movement is essential to performance of this job. The incumbent in this position must be able to discern voice conversation both via telephone and in person. The employee must have hand-eye coordination sufficient to operate computers and other office equipment. Must have the ability to produce legible handwritten documents. Ability to operate a motor vehicle. May be required to lift and carry up to 20 pounds. Handle standing or sitting for long periods of time.

Travel

Ability to operate a motor vehicle, as occasional travel within or outside of the city is required.

Education and Experience

- High School Diploma
- Minimum two years office experience, including use of office equipment and machines
- Proficiency in Microsoft Word, Excel, Outlook, and Access
- Experience in calendar scheduling
- Experience in local government preferred

Additional Eligibility Qualifications

- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.
- Must pass a background check and be bondable.
- Valid Washington State Driver's License or ability to obtain prior to employment

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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