

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Administrative Assistant - Development Services*
Department: *Development Services*
Reports to: *Director of Development Services*
Status: *Non-exempt /Non-union*

Job Summary:

The Administrative Assistant-Development Services plans, coordinates and performs administrative duties to support the department, multiple boards and commissions, major projects, comprehensive plans, and litigation. Duties include preparation of minutes, correspondence, records management, contract administration, report preparation, agenda bills, and grant applications for the director, building official, engineers and planners, and provision of information to the general public. Responsibilities include liaison with finance, information systems, human resources, and other City departments.

Essential Job Functions:

1. Coordinate and prepare correspondence, contract documents, internal reports, and agenda bills from notes and draft materials, and provide detailed administrative duties to support the director and department managers and staff.
2. Attend various meetings and work sessions, prepare meeting plans and arrangements, transcribe dictation from tapes and draft materials, and prepare minutes and other meeting documents.
3. Greet visitors and take phone and electronic inquiries; provide information and advise the public on matters such as reports, permitting, appropriate records, and assist with property identification and mapping.
4. Coordinate administrative tasks, gather information and schedule meetings with other departments and outside agencies, organize and maintain department records.
5. Assist in coordinating the preparation of development review documents for staff and agency review. Prepare determinations reflecting decisions. Prepare and distribute public notices and determination documents in keeping with regulations, procedures and deadlines.
6. Perform secretarial duties for the Planning Commission and administrative staff review permits: ensure legal notices and other documents meet requirements and deadlines, coordinate agenda packets; attend, record and transcribe meeting minutes, prepare findings of fact for decisions, and draft follow-up correspondence and reports to City Council.
7. Perform secretarial duties for the Board of Adjustment: coordinate public requests and appeals for the board agenda, ensure legal notices and documents meet requirements and deadlines; attend, record and transcribe minutes and hearings, findings of facts and follow-up materials, and maintain records .
8. Update and maintain City Code Books for department staff, update and maintain zone ordinance books for City Council, Planning Commission, Board of Adjustment and staff.
9. Maintain forms and public information handouts dealing with applications for department services. Assemble and maintain zoning ordinances, comprehensive plans and other planning documents for resale to the public. Publish technical planning reports.
10. Assist with preparation of engineering grants; and maintain records for grant and contract administration.
11. Manage and organize internal records such as project and contract files, utility inventories, deeds and easements, records drawings, small works and professional services rosters.
12. Coordinate and assist in the design of major documents and records such as special projects or litigation.
13. Establish and maintain effective and cooperative relations with supervisors, City officials and other departments, co-workers, representatives of business and development community as well as the general public. Respond to inquiries using good judgment, tact and courtesy.
14. Maintain the department website (input, edit, and update information and format).
15. Perform the duties of the Permit Coordinator in his/her absence.
16. May be assigned Civil Service Secretary / Examiner duties.

Associated Job Functions:

1. Attend various workshops, continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills, and Abilities):

- Ability to quickly gain a working knowledge of the activities, requirements and procedures of the department including engineering, planning, and building regulations and terminology, and gain with familiarity with land development procedures, zoning laws, contract administration, engineering nomenclature, and procedures.
- Skills and abilities to assist in facilitating and coordinating day-to-day department activities and interface and facilitate the permit center processes.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics; as well as competency in composing correspondence and reports and to transcribe from rough drafts.
- Ability to apply a current knowledge of administrative and secretarial practices and procedures to varied and recurring situations.
- Good oral and written communication skills and draft correspondence, minutes and other documents.
- Ability to establish and maintain internal working relationships with division staff of development, building and engineering services.
- Ability to establish and maintain effective and cooperative relations with supervisors, City officials and other departments, co-workers, representatives of business and development community as well as the general public.
- Ability to prioritize tasks and function in a team environment; to exercise judgment in interpreting a wide variety of policies, procedures and regulations, and to work independently to relieve the department staff of routine administrative details.
- Ability to research and compile engineering, planning, and building regulatory, financial, and statistical topics into meaningful reports.
- Ability to record and transcribe meeting minutes accurately.
- Ability to utilize a personal computer and a broad variety of associated software, and other standard office equipment, as well as ability to learn and readily apply new specialized data systems.

Working Environment and Physical Demands:

Work is performed in an office environment with day-to-day travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination and fine manipulation skills to operate a personal computer, telephone system, and other equipment, as well as the ability to sit for extended periods of time and to walk throughout the facility including climbing stairs. Attendance at evening meetings is required approximately two times per month.

Experience and Training Requirements:

- High school diploma/GED or equivalent **with** two years of college-level coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills, **and**
- Four (4) years experience in a responsible administrative assistant position providing support to a division manager or department director.
- Preference will be given for experience in a municipal or public sector environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and driver's record checks.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.