

## **CITY OF OAK HARBOR JOB DESCRIPTION**

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**Title:** *Administrative Assistant – Human Resources*  
**Department:** *Human Resources*  
**Reports To:** *Human Resources Director*  
**Status:** *Non-exempt /Non-union*

### **Job Summary:**

Plan, coordinate and perform administrative support duties (correspondence, records management, report preparation, research, hiring) to assist the Human Resources Director and Analyst while maintaining all necessary confidentiality. Perform a variety of complex and diverse clerical functions requiring full-knowledge of office procedures, appropriate computer software and independent judgment while maintaining an efficient workflow. Liaison and support other City departments with personnel matters.

### **Essential Job Functions:**

1. Establish, design and maintain office files, spreadsheets, data bases, logs and records systems. Input, retrieve, monitor, verify, transfer and purge manual and computer data/records/files/logs in accordance with archiving requirements and practices.
2. Formulate/prepare correspondence, reports, charts and other documents from notes and draft materials. Coordinate and assist in the design of documents and records. Proofread and edit a variety of reports and other documents.
3. Perform administrative tasks to support recruitment and selection processes (for both Civil Service and Non-civil service positions) including creating/proofing documents, advertising, collating applicant packets, screening, sending letters, tallying data and filing.
4. Assist with new-hire process (creating employee personnel file, scheduling new hire orientation, etc.).
5. Assist with tracking and filing FMLA paperwork.
6. Assist with tracking and filing of Labor and Industries workers' compensation records.
7. Maintain the department website (input, edit, and update information and format).
8. Track employee count by departments to compile year-end report.
9. Track and post current State and Federal mandated workplace posters. Disseminate to other buildings/departments for posting.
10. Process employee performance reviews. Notify departments annually of employees review due dates. Track completed reviews. Enter date changes.
11. Coordinate training (set up location, ensure required equipment is available, prepare certificates, track employee attendance).
12. Research and compile data from varied sources to prepare reports, job descriptions, special City departments' projects (i.e., flyers, brochures).
13. Work cooperatively and effectively with City officials, department heads, supervisors, co-workers and the general public using good judgment in response to inquiries and to resolve concerns in a positive and timely manner using tact and courtesy.
14. Prepare or process confidential information as required.
15. Complete special assignments/projects (i.e. research, writing) as required.
16. May be assigned to serve as Secretary / Examiner to the Civil Service Commission.

### **Associated Job Functions:**

1. Perform related duties and responsibilities as required.

### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of letter writing and basic report preparation.
- Knowledge of English usage, spelling, grammar, punctuation and mathematics.
- Knowledge of record keeping methods and procedures.
- Ability to learn general personnel policies and procedures applicable to the City.
- Ability to collect, compile and input (word process) information and data for a variety of reports.
- Ability to communicate effectively, both orally and in writing.

- Ability to work independently in the absence of supervision.
- Ability to maintain a high level of confidentiality.
- Ability to operate standard office equipment including personal computer and specialized software, calculator, copy machine, and fax machine.

**Working Environment and Physical Demands:**

Work is performed in an office environment with some travel to other City buildings by foot or by car. Work requires reaching, twisting, turning, kneeling, bending, squatting, a normal range of hearing and visual acuity, eye/hand coordination and manipulation skills to operate a personal computer, telephone, and other equipment, as well as the ability to sit for extended periods of time and access all areas of the facility including stairs, and occasionally moving items in excess of 25 pounds.

**Experience and Training Requirements:**

- High school diploma/GED equivalent *with* two years 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, preferably in human resources.
- Preference will be given for experience in a municipal or public sector agency environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft Office applications, database programs, and internet research tools. Strong MS Excel and MS Word skills required.
- Must sign agreement acknowledging confidential nature of employment.
- 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 abstract check.

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

Established: 6/07 HR  
Revised: HR 7/10, HR 8/13, HR 1/14, HR 8/14

FLSA: Non-exempt  
Salary Range: --

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The statements contained herein reflect 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 work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.