

**ORGANIZATION:** City of Coburg  
**DEPARTMENT:** Administration  
**REPORTS TO:** City Recorder

**LOCATION:** Coburg, OR  
**DATE:** June 2018  
**FLSA:** Hourly/Non-exempt  
**COMPENSATION:** 15.15 – 19.59

**JOB TITLE: Administrative Assistant II**

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**PURPOSE OF POSITION:** Assists in the completion of various administrative and clerical duties required for the daily operation of the City: to assist in the day-to-day operations of central administrative services for the City; to perform general office support duties; and to assist with projects as assigned.

**JOB FUNCTIONS includes but is not limited to:**

- Support Utility Accounting including maintaining records, assisting customers, taking payments, preparing reports, analysis, and updates to files
- General Cash receipts for all City Departments, duties may include any part of the full cash receipts procedure including taking receipts, data entry, reports, and banking
- Opening and distribution of mail as directed
- Public response to questions in person, over the telephone, regarding utility accounts, water concerns or other City departments. Ability to deal with difficult and upset customers
- Research, evaluate, develop, recommend and implement programs, policies and procedures to improve the effectiveness and efficiency of the administration office, including, but not limited to, new software, internal controls, new electronic payment technologies and customer service.
- Support of the planning and public works departments with permit applications and fielding customer questions.
- Receptionist including answering multi-line phones, greets customers, gives information, issues permits and licenses, receives complaints and refers inquiries to the appropriate parties
- Generates letters, memorandums and other materials from drafts, dictation and other sources; including meeting agendas, meeting minutes, public information documents
- Records maintenance and records projects for various departments as directed and in accordance with applicable statutes, including meeting minutes, resolutions, and ordinances.
- Support of City projects including preparing materials, errands, public information, and staffing as directed
- Confidential position that receives direction and assignments from the City Recorder. It requires handling information of a sensitive and confidential nature and exercising substantial judgment in conducting work

**ADDITIONAL JOB FUNCTIONS:**

Perform other departmental tasks in support of department personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading job-related materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

May assist in processing planning applications; assist public with zoning ordinance requirements; determine the process of applications; collect and deposit fees.

May attend committee meetings, record and type minutes; prepare and submit updates to City Recorder for the Council.

May assist in researching and recording property changes within the City to data files; review receipts for water/ sewer connection fees and record in database files. Maintain the address files for Utility billing, Planning and Public Works sewer files.

May assist in the preparation and mailing of and mail business license renewal applications; collect and deposit fees; prepare and mail license cards; prepare and mail delinquent notices; maintain list and file of applications.

**JOB QUALIFICATIONS:**

Two years of experience and training which provides specific knowledge in the area assigned; or any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

**DESIREABLE REQUIREMENTS:** Knowledge of Springbrook fund accounting software, specifically the utility billing module, Microsoft word-processing and Excel spreadsheet software used within the City.

**PHYSICAL DEMANDS:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work environment is typical of most offices.

**SUPERVISORY RESPONSIBILITIES:**

None.

**SUPERVISION RECEIVED:**

Works under the supervision the City Recorder