

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title: Office Specialist II	
Department: Planning	
Location: Central Point, OR	
Reports to: Planning Program Manager	Travel Required: Minimal Local
Last updated: 5/09/2018	Classification: 7
Direct Reports: None	Type of position: Full-time Part-time Limited Duration On-Call Intern
Hours: 25 hours / week Exempt Non-exempt	
GENERAL DESCRIPTION	
Performs a variety of administrative tasks for the Planning Department including word processing, document organization and filing, meeting organization, preparation and distribution of summary minutes, website maintenance, proofreading, responding to inquiries, and providing support for public involvement activities.	
ESSENTIAL JOB FUNCTIONS	
<ol style="list-style-type: none"> Organizes meetings, including preparing and distributing agendas and meeting packets, reserving meeting rooms, ordering food, and preparing and distributing summary minutes. Works closely with department staff to ensure that mandatory state and federal documents and reports are made available and accessible to all interested parties and the general public. Performs web site maintenance for the department, ensuring that content is updated and appropriately located. Ensures timely publication of notices in newspapers. Responds to inquiries about specific programs, activities, and services. Develops forms and procedures for data collection, methods of updating, error checking, and correction. Ensures that necessary presentation materials are available and accessible for committees, advisory boards, councils, civic groups, and the general public. Proofreads documents and materials to identify and correct grammatical, mechanical and formatting errors. Provides backup coverage for the front office including phones and reception. 	
AUXILARY JOB FUNCTIONS	
<ol style="list-style-type: none"> Collaborates with other RVCOG departments. Other duties as assigned. 	
SUPERVISORY RESPONSIBILITIES	
None	
SUPERVISION RECEIVED	
Supervised by the Planning Program Manager.	

RELATIONSHIP TO OTHERS

Maintains frequent contact with Agency management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Completion of high school or equivalent is required. Additional specialized training in computer operation, word processing, spreadsheet software, and website maintenance is desirable.
2. Experience: A minimum of 2 years of administrative experience.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Effective public meeting organization; and
2. Business English, spelling, punctuation, and mathematics.

Related skills:

1. Intermediate word processing, spreadsheet, presentation, desktop publishing, and website maintenance skills;
2. Professional competence in preparing general business correspondence and documents;
3. Excellent organizational skills and attention to detail; and
4. Excellent interpersonal skills with a commitment to effectively communicating and building cooperative working relationships with diverse interests in a courteous and efficient manner.

Ability to:

1. Type accurately at 55 wpm;
2. Communicate effectively both orally and in writing;
3. Proofread to identify/correct errors;
4. Prepare and distribute accurate summary minutes; and
5. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Minimal, local travel in the two-county area (Jackson/Josephine) is required, and attendance at evening and weekend meetings or events may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Karl Welzenbach**

Date: 5/9/2018

Planning Program Manager

REVIEWED BY: **Ann Marie Alfrey**

Date: 5/9/2018

Internal Services Director

Address: **Administration Department/Human Resources
155 N. 1st Street
PO Box 3275
Central Point, OR 97502**

Telephone: **541-664-6674**

Fax: **541-664-7927**