

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>Administrative Specialist</b>		
Department:	<b>Administration</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>HR &amp; Admin Services Director</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>2/28/2023</b>	Classification:	<b>9</b>
Direct Reports:	Type of position:	Hours: <b>40 hours / week</b>	
<b>None</b>	<b>Full-time</b> Part-time	Exempt	
	Limited Duration      On-Call	<b>Non-exempt</b>	
	Intern		

### GENERAL DESCRIPTION

Supports RVCOG by performing a wide variety of complex administrative tasks, including answering a multi-line phone system; responding to public inquiries; performing word processing; processing mail; organizing meetings; attending Board meetings; composing minutes; maintaining records; and providing general administrative support in accordance with established practices and procedures. Provides advanced administrative support to the Executive Director, Human Resources and Administrative Services Director, Finance Director, and Board of Directors. Maintains comprehensive knowledge of agency programs. Manages web content and maintains websites.

### ESSENTIAL JOB FUNCTIONS

1. Acts as first point of contact for walk-in inquiries and multi-line telephone reception; provides administrative support of a complex and technical nature to all departments.
2. Maintains meeting room calendars; coordinates attendee lists; assists with meeting setup, cleanup, and ordering of food; transcribes and prepares minutes as needed.
3. Maintains directory of RVCOG Board primary and secondary members; prepares Board agenda packets; prepares correspondence and communicates with Board members on behalf of Executive Director.
4. Develops and manages web content; maintains website information for member jurisdictions and Board members; posts agenda packets.
5. Processes mail including pickup and delivery at local post office.
6. Prepares general business correspondence as requested; proofreads documents for grammatical and formatting corrections; reviews agency grants and contracts; maintains records and archives.
7. Researches and drafts professional service agreements and various public contracts in accordance with Oregon public contracting rules.
8. Provides support and training to staff on Microsoft software suite.
9. Designs brochures, forms, flyers, and complex documents.
10. Maintains email distribution lists and publishes RVCOG's annual membership directory.
11. Maintains photocopy/mail room area and equipment; maintains inventory of general office supplies and orders supplies as needed and by request; maintains meeting room and employee break room supplies.
12. Coordinates/schedules services for facilities and vehicle maintenance; maintains calendar for shared vehicle use.
13. Performs general office organizational and filing tasks.
14. Assists with special projects as assigned.

### AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **SUPERVISION RECEIVED**

Receives supervision from the Human Resources and Administrative Services Director.

## **RELATIONSHIP TO OTHERS**

Maintains frequent contact with agency management and staff, state and local officials, member jurisdictions, Board members, outside agencies, business representatives, contractors, 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: Associate degree in business, office technology, or related field.
2. Experience: A minimum of three (3) years of administrative experience including customer service and executive management support.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required 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. English composition, grammar, spelling, punctuation, and editing;
2. Office practices and procedures;
3. Oregon public contracting regulations, or ability to quickly learn; and
4. Oregon public meeting and public records laws, or ability to quickly learn.

#### Related skills:

1. Advanced spreadsheet, word processing, presentation, database, email, web and desktop publishing skills;
2. Excellent planning, organization, and attention to detail;
3. Exceptional skills in performing detailed clerical tasks; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

#### Ability to:

1. Type accurately at 55 wpm and efficiently perform data entry;
2. Communicate effectively both orally and in writing, including making presentations;
3. Use sound discretion and good judgement in maintain confidentiality;
4. Create and maintain complex files and other record keeping systems;
5. Proofread and correct errors;
6. Take and transcribe accurate meeting minutes;
7. Identify and refer significant policy inquiries to Executive Director or other staff members appropriately;
8. Respond in a courteous and efficient manner to inquiries from the public and other staff;

9. Communicate effectively with individuals and groups regarding complex, confidential, and sensitive issues or regulations;
10. Cope with stressful deadlines and perform multiple tasks simultaneously; and
11. 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 and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; (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 personal computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, and attendance at evening and weekend meetings may be required.

### **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: **Ann Marie Alfrey**

Date: 2/28/2023

**Executive Director**

REVIEWED BY: **Tabitha Carlson**

Date: 2/28/2023

**HR and Admin Services Director**

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