

ORGANIZATION:	Mid-Willamette Valley Council of Governments	DATE: January 2024
LOCATION:	Salem, Oregon	
DEPARTMENT:	Administration	RANGE: 6 (Non-Exempt)
JOB TITLE:	Administration Specialist 3	

PURPOSE OF POSITION: Performs a variety of clerical, administrative and project coordination and management functions utilizing specialized program knowledge.

KEY DISTINGUISHING FEATURES: This position is distinguished from the Administrative Specialist 2 position in the requirement of specialized program/department knowledge to complete the duties assigned and the responsibility of specific project coordination and completion. Reviews and prepares financial reports. May also serve as a lead or mentor to other positions as assigned.

ESSENTIAL JOB FUNCTIONS: *(Depending upon assignment, the incumbent may perform a combination of some or all the following duties, which are a representative sample of the level of work appropriate to this class.)*

- Develops timelines and resource allocations for assigned projects. Monitors progress to ensure objectives are met. Prepares reports and recommendations.
- Review finance reports for contracts, develop quarterly and annual reports.
- Drafts, formats, and produces word processed documents using specific program/departmental knowledge. Proofreads and edits material for accuracy.
- Coordinates special projects and activities.
- Applies discretion in interpreting and applying program requirements, rules, and regulations.
- Takes minutes at staff, committee, board, or other meetings. Prepares agendas and prepares and distributes meeting packets.
- Provides a variety of administrative support, such as formatting and maintaining databases and spreadsheets, and verifying, tracking, and updating information.
- Maintains departmental or program filing system according to public records retention guidelines. Files and retrieves documents as necessary electronically and in hard copy. Serves as records coordinator for assigned areas of responsibility.
- Researches and provides information in response to requests.
- Compiles information, designs and formats brochures, fliers, newsletters, press releases and other information material for presentations using work processing and graphics software.
- Maintains an up-to-date website. On a regular basis post new information about reports, meetings, events, etc.
- Coordinates and maintains documentation for grants and contracts and prepares appropriate reports.
- Contact outside individuals, elected officials, and organizations to secure/relay information and/or follow up on various administrative or other requests.
- Handles confidential and sensitive information.
- Performs routine website maintenance including posting to calendars, legal notices, and external facing communications.
- Performs a variety of general office support activities such as filing, taking and distributing messages, photocopying, meeting and conference room setup and provisioning, coordinating online meetings, etc.

- Maintains cooperative working relationships with COG staff, members and other organizations and the general public.
- Develop public outreach materials and participate in public outreach events.
- Follows all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

- Provides orientation and assistance and assigns work/tasks to Administrative Specialist I, 2 or other personnel as assigned or requested.
- Provides back-up and assistance to other staff as workload and staffing levels dictate.
- Performs related duties of similar scope and nature.
- Maintains work areas in a clean and orderly manner.
- Maintains proficiency by attending trainings and meetings, reading materials and meeting with others in areas of responsibility.
- Maintains records according to public records laws.
- Prepare and reconcile credit card and other expense reports.

JOB QUALIFICATION REQUIREMENTS:

KNOWLEDGE: Advanced knowledge of office practices and procedures; word processing, spreadsheet, and database software; English grammar, spelling, and usage; record keeping methods; and report composition and preparation techniques. Working knowledge of basic accounting and research methods.

SKILLS/ABILITIES:

- Clerical and administrative procedures and systems such as word processing, managing files and records, transcription, and other office procedures and terminology.
- Principles and processes for providing customer and personal services.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to create minutes with accuracy, proper format and good grammar.
- Active listening.
- Social perceptiveness.
- Make basic math calculations with speed and accuracy.
- Maintain clerical records and documents with accuracy and attention to detail.
- Represent the COG in a professional manner. Establish and maintain effective working relationships with a diverse workforce and community; use conflict management skills in dealing with customers.
- Explain policy and procedures, interpret public and/or internal inquiries.
- Learn assigned secretarial and clerical tasks readily and to adhere to prescribed routines.
- Type accurately at a speed necessary to meet the requirements of the position.
- Respect, seek to understand, and value individual differences to foster and support a diverse and inclusive workplace.
- Perform intermediate to advanced data analysis and prepare reports.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

- Possession of valid Oregon Notary Commission or ability to obtain after hiring.

EXPERIENCE AND TRAINING: High School diploma or GED, preferably supplemented by post high school related coursework in public/business administration or related field; and three years' experience in performing similar duties; or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the duties of the position.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and general office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervisions is not a typical function assigned to this position. May provide training, make work/task assignments, and provide orientation and assistance to employees as assigned.

SUPERVISION RECEIVED: Employees in this classification receive general supervision from a supervisor.