

April 2023:

City of Warrenton Public Works Executive Secretary

Salary Range 17: **\$3,419.99 – 4,157.02 monthly**. An AFSCME union position w/excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. City pays employee portion of PERS/OPSRP.

EXECUTIVE SECRETARY MINIMUM QUALIFICATIONS: Mandatory qualifications include High School Diploma or equivalent. Any combination of education and experience that provides the required knowledge, skills, and abilities necessary for an executive secretary.

A typical way of obtaining the required qualifications is: 5 years or more experience performing advanced secretarial skills, prior experience working as a secretary in another Public Works Department, a two or four- year degree in business administration, financial management or public administration.

POSITION: Under supervision of the Public Works Director or designee, provides advanced secretarial support across all divisions of a multifaceted public works department. This position works closely with the public works management. This position requires a significant level of independent thought and acceptance of responsibility, works with limited supervision and is extremely knowledgeable of office procedures. Possesses strong organizational skills and trains junior clerical staff.

IDEAL CANDIDATE: The successful candidate will have a firm knowledge of public works functions and municipal operations, policies, and objectives. The executive secretary must have a strong understating of how to support in the administration of many different aspects of the department such as project management, procurement of materials and supplies, budgeting, research, compliance with safety regulations, record keeping, permitting and various other organizational obligations. This role requires attention to details, solid organizational skills and the ability to meet deadlines while juggling multiple critical requests.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Physical activity associated with working in an office setting is required to perform the daily duties of this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands and fingers to feel or operate standard office equipment, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Cover Letter, Resume, and Application are required. Application packets are available online at <https://www.ci.warrenton.or.us/jobs> or at Warrenton Public Works 45, SW 2nd Street, Warrenton Or, 97146. They can be returned there or emailed to publicworks@ci.warrenton.or.us

Submitted application must clearly show how the candidate meets the minimum qualifications and how they are an ideal candidate for this position. Finalist are required to perform computerized skills test prior to receiving a formal job offer.

Open until filled. First review April 24th, 2023

“EOE”

City of Warrenton Class Specification

PW Executive Secretary

Department: Public Works

Class: FLSA Non-Exempt

Salary Range: 17

GENERAL DESCRIPTION OF CLASS

Under supervision of the Public Works Director or designee, provides advanced secretarial support across all divisions of a multifaceted public works department. This position works closely with the public works management. This position requires a significant level of independent thought and acceptance of responsibility, works with limited supervision and is extremely knowledgeable of office procedures. Possesses strong organizational skills and trains junior clerical staff.

DISTINGUISHING FEATURES

The ability to receive and understand direction is critical. The incumbent must be a multitasker that is able to anticipate the needs of the positions they are providing support to. A strong attention to detail, excellent written and verbal communication skills and impeccable organization is required. The incumbent must be proficient in a broad range of traditional and advanced technology programs and must be tech savvy. The incumbent must be successful in maintaining positive public relations, help resolve issues of public concern and promote productive working relationships with other City employees. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EXAMPLES OF DUTIES

The duties listed below are examples of work typically performed by employees in this position. While an employee in this position may not perform all of the following duties, and will perform some duties not listed, the following is representative of the tasks to be performed:

- Track substantive information for capital improvement project invoices to determine proper payment; includes change orders, certified payrolls, and proper submission procedure
- Request quotes, prepare requisitions process orders with vendors following public contracting processes

- Maintain a small works roster including advertising for participants, registering, reviewing, renewing applicants
- Prepare estimates of costs for insurance claims, accident claims, infrastructure damage
- Prepare invoices of final costs when needed
- Coordinate scheduling for training and safety programs for Public Works staff
- Manages electronic and paper records for Public Works. Maintain and audit server files and file cabinets. Prepare records destruction requests and dispose of documents upon approval of Public Works Director and City Recorder
- Prepare water and sewer availability statements; coordinate estimates for service installation; prepares final cost for submission to the Finance Department
- Prepare work orders for public works assets
- With information from public works operational staff, create templates and final documents such as Standard Operating Procedures and Maintenance Data Sheet
- Prepare or process City, ODOT and Clatsop County ROW permit applications
- Coordinates event applications with affected department
- Proofread documents
- Prepare City Commission Agenda Memorandums
- Manage fuel system data entry, prepare fuel cards for distribution to staff
- Prepare callout sheets and distribute for emergency response contact information
- Prepare and distribute emergency notifications and news releases
- Other duties of similar nature as assigned

WORK RELATIONSHIPS

Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator, appointed committees, and governing body.

This position works under the supervision of the Public Works Director or designee and is a key member of the office staff. Must develop and maintain a mentoring and collaborative working relationship with others including department heads, officials, employees, vendors, regulators and others outside the city government. The incumbent in this position encourages a constructive team atmosphere, often works independently, and must exercise exceptional internal and external customer service.

QUALIFICATIONS OF EMPLOYMENT

Knowledge of:

- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances

- Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Basic Public Works functions
- Basic research methods
- Municipal organization, operations, policies and objectives
- Detailed record-keeping techniques.
- Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments
- Effective oral and written communication principles and practices
- Project management techniques and principles
- Research methods and report preparation and presentation
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases

Ability To:

- Perform all physical requirements of the position including but not limited to; Lifting and carrying moderate objects(up to 25 lbs)
- Create work orders, flow chart, forms, templates and work schedules
- Interpret rules, regulations, plans, manuals and specifications
- Maintain regular, predictable and reliable attendance during scheduled hours
- Maintain confidentiality and communicate with tact and diplomacy
- Participate as a contributing member of a service-oriented team
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the City in a variety of circumstances
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds
- Analyze situations accurately and adopting an effective course of action
- Perform technical and administrative duties with speed and accuracy
- Organize and prioritize work assignments to meet schedules and timelines
- Write correspondence and routine reports; proofread and edit as needed
- Utilize personal computer software programs and other relevant software affecting assigned work.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues, policies, and procedures to internal and external customers

Minimum Requirements:

- High school diploma or GED

- Sufficient skill and experience to satisfactorily perform the duties of the position

Desirable Qualifications:

- Associates degree in related field
- Notary public
- Valid driver's license

Experience and Training:

Any combination of education and experience that provides the required knowledge, skills, and abilities necessary for an executive secretary; a typical way of obtaining the required qualifications is:

5 years or more experience performing advanced secretarial skills, prior experience working as a secretary in another Public Works Department, a two or four- year degree in business administration, financial management or public administration.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands and fingers to feel or operate standard office equipment, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job and does not include other duties of similar complexity and responsibility which may be assigned to this position.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing
Address:

Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept.

Do you possess a valid driver's license Class: YES NO State: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us