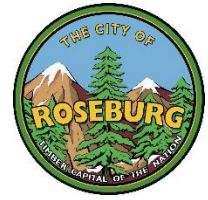




EMPLOYMENT OPPORTUNITY

**City of Roseburg, Oregon
Public Works Office Administrator
\$29.2713 - \$37.4698/hour**



Applications Close – 5:00 p.m., Thursday, May 2, 2024

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

DEFINITION

Work assignments routinely come directly from department division managers and engineering staff. Work is reviewed primarily through results obtained. Acts as assistant to the Public Works Staff and coordinates Public Works clerical support staff. Performs a variety of complex clerical, secretarial and receptionist duties for which considerable typing and word processing skills are required. This class is distinguished from lower level classes by the advanced skills and knowledge required to perform related tasks, decreasing the consequence of errors, and maintaining the confidentiality required. Assigns tasks and schedule for department support staff positions.

This is a confidential position.

SUPERVISION RECEIVED

Works independently, under direction of the Public Works Director.

SUPERVISION EXERCISED

Supervision of others may be a responsibility of positions in this class.

ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Manages and coordinates the administrative activities of the Public Works administration and engineering divisions, including oversight of all clerical and administrative functions.
- May assist in preparing and/or assigning account numbers to project pay requests.
- May assist in tracking project progress and budget compliance.
- Prepares Department time sheets.
- Coordinates, proofs, and edits all contract documents for the department, including construction contracts, quotes, proposals, and engineering/consulting services agreements.
- Processes required BOLI paperwork for public improvement projects, including responsibility determination, BOLI fees and paperwork and annual reporting.

- Assists in preparation of the department's reports for the City Council agenda packet.
- Prepares and edits City Commission agenda and minutes, taking minutes at meetings as needed.
- Assists in preparation of the department's budget including preparing documents for final submittal to the City Manager.
- Provides support to director, division managers and superintendents in tracking and managing approved budgets.
- Edits, proofs and prepares in final form department's correspondence including composing letters as needed and preparing documents such as the department's Capital Improvement Program for publishing and posting on the website.
- Tracks and updates leases of City owned facilities at the Roseburg Regional Airport.
- Coordinates annual inspections and tracks compliance with aspects of lease requirements such as ensuring insurance certificates are current.
- Works directly with airport customers on new and revised leases.
- Provides support in all aspects of airport management when requested.
- Works with maintenance and engineering staff to ensure collection of required storm drainage data at the airport.
- Backs up receptionist when needed, performing customer service at the Public Works counter and answering incoming calls.
- Designs and builds Access database and Excel spreadsheet applications as needed by the Department, e.g. contract and agreement management, airport leases, grant pay requests and progress reports.
- Performs surveys and inquiries of other jurisdictions for administrative assignments. Conducts special research projects which involve a good knowledge of City procedures, policy and terminology.
- Supervises maintenance of department records system utilizing Laserfiche; records, tabulates and disseminates information compiled within the department.
- May assign work tasks to support staff, prepare annual performance evaluations, identify training needs, prioritize work assignments and ensure timely completion of tasks.
- Receives callers in person or by telephone; answers routine inquiries and general information to the public; takes messages, makes appointments; provides forms and permits to the public.
- Handles confidential materials and documents and exercises discretion in regard to confidential information.
- Maintains a variety of records including project and contract documents, inspections, time sheets, training records and payroll information.
- Maintains professional contacts with various agencies and works cooperatively with them.
- Coordinate registrations, vehicles, lodging, and reimbursements for department staff attending outside training and conferences.
- Performs other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of local government operations.
- Considerable knowledge of business English, spelling and grammar.
- Considerable knowledge of office practices and procedures with the ability to learn specific skills applicable to municipal record keeping.
- Demonstrated skill in making decisions independently and in accordance with established policies.
- Demonstrated skill in analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions.
- Organizational skills and the ability to prioritize multiple projects.
- Excellent written and oral communication skills.
- Excellent typing and word processing skills.
- Ability to use initiative and judgment in carrying out department functions; establishing and maintaining effective relationships with employees, other governmental agencies, and the public.
- Ability to interpret federal, state, and local policies, procedures, laws and regulations.
- Ability to perform research and obtain other technical and general information not readily available.
- Ability to compose reports and letters.
- Ability to type at an acceptable level of proficiency.
- Ability to work effectively with the public and other employees.
- Ability to read, understand and apply available guidelines to a number of operational requirements.
- Ability to perform multiple tasks without direct supervision.
- Ability to keyboard and produce professional documents.
- Ability to communicate clearly by telephone and in person.
- Ability to analyze situations and remain in control.
- Ability to communicate with challenging customers and remain calm and helpful.
- Ability to handle multiple tasks and a heavy workload.
- Ability to communicate with staff and explain oneself clearly.
- Ability to perform tasks with interruptions.

WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Willingness to accept supervision and constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Associate's degree and three years of progressively responsible administrative support experience; or an equivalent combination of education and experience.

Any satisfactory equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job, may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Successful completion of a background investigation and post-offer physical.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed outside with a noise level and weather which may vary. May require some exposure to dust, fumes and chemicals. Requires the ability to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. May be exposed to moving vehicles and equipment.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as Public Works Office Administrator.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

How to Apply: Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to City of Roseburg Administration at 541-492-6866.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to www.experiencerosenburg.com

