



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

ADMINISTRATIVE SUPPORT SPECIALIST

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G15

CLASS SUMMARY:

The Administrative Support Specialist is the third level of the Support Services Series. Incumbents are responsible for performing the more complex, sensitive, visible and confidential administrative support work related to budget preparation, accounts payable and receivable, and grant reporting and oversight. Duties include assisting with budgets, data entry, scheduling, records management, public relations, research and analysis, and customer service.

Incumbents assigned to Economic Development will also prepare marketing, promotional and public relations materials, provide support to City projects, ensure outreach and communication to the business community, and provide day-to-day management and operation of the Downtown Welcome Center.

The Administrative Support Specialist is distinguished from the Department Support Technician by its responsibility for more complex support duties, duties related to budget and Lead capacity.

CORE COMPETENCIES:

- **Integrity/Accountability:** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- **Vision:** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- **Leadership/United:** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

All Positions:

- Prepares division and/or department reports.
- Assists in the development of department and grant budgets, monitors expenditures, analyzes monthly financial reports to ensure adherence to approved budget.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Processes and manages accounts receivable and payable and conducts purchasing of equipment and supplies.
- Prepares reports and progress assessments demonstrating progress with plans and projects.
- Assists with office operations as needed including research, note taking, data entry, collecting information, maintaining files for selected activities, and other administrative functions.
- Leads support staff within a department or division.
- Performs other duties of a similar nature or level.

Economic Development (working title: *Economic Development Specialist*):

- Manages the day-to-day operations of Downtown Welcome Center to include scheduling, training and leading part-time personnel, and ensuring hours of operation and culture of the Center meet City goals and expectations.
- Advocates and promotes the development of vibrant business culture within the City, with a focus on Central Business District merchants and other retailers; assists with navigating various City review processes and approvals.
- Serves as staff liaison to the Committee on Public Art and Tourism Advisory Committee, including agendas, minutes, scheduling, preparing motions, and administrative research and support for special projects.
- Prepares marketing, promotional, and public relations materials related to special events, tourism-related projects, and business development, including web site administration.
- Provides support to City projects to assure adequate outreach and communication is provided to the business community, including special event coordination.
- Assists the Economic Development Manager with various business outreach, public involvement activities, research, and meeting coordination, often in a confidential nature involving property negotiation, acquisition, or contracts.
- Assists with management of economic development grant programs.

Training and Experience (positions in this class require):

An Associate's Degree in a related field, such as business administration or marketing, and three years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed. Marketing, retail, and/or public relations experience preferred for Economic Development.

Licensing Requirements (positions in this class require):

- Oregon Driver's License Class C (may be required depending on department of assignment)
 - Notary Public (within 6 months of appointment)
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Knowledge (positions in this class require):

Knowledge of:

- Administrative support principles and practices;
 - Budget management and financial management;
 - Event/meeting production requirements;
 - Personal computers and related software programs;
 - Communication principles necessary to build strong, sustainable relationships within all levels of government and the community;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Office automation equipment, practices and functions;
 - Research, analysis and problem-solving;
 - Delivery of courteous customer service;
 - Research and analysis;
 - Prioritizing workload to accommodate multiple responsibilities;
 - Budget analysis and support;
 - Organization of meetings and events;
 - Operation of a motor vehicle in a safe and effective manner;
 - Understanding and carrying out complex oral and written directions;
 - Advanced use of Microsoft Word, Excel and PowerPoint;
 - Oral and written communication;
 - Managing budget and other administrative functions;
 - Records maintenance;
 - Using a computer and related software applications;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, pushing, and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime. Incumbents must pass a background investigation and reference check, and a pre-employment drug screen.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 22, 2018, February 22, 2022 (add Economic Development)