
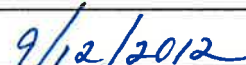


CITY OF UNALASKA

Position Description

Job Class: Non-exempt	Job Title: Administrative Assistant II
Supervisor: Planning Director	Department: Planning
Wage Grade: 5	Full Time/Part Time: Regular Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: Erin Reinders, Planning Director	Date: 8/24/12
Reviewed By: Kelly Stiles	Date: 9/11/2012
HR Approval: 	Date: 

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **January 2011**

What is the overall purpose and objective of this position (why does this position exist)? **This entry-level position is to provide a full range of administrative support for the Department of Planning; including preparation and follow up with proceedings of the Planning Commission/Planning Board and other committees; provides clerical, planning, zoning and outreach support for the Planning Department.**

15. **Processes semi-monthly timesheets for department.**
16. **Maintains departmental calendar for meetings, events, conferences, public notice postings, application deadlines, etc.**
17. **Other duties as assigned.**

Does this position have access to confidential information? Yes _____ No _____
If yes, please provide detail.

Does this position have access to or handle City funds? Yes _____ No _____ If yes, please provide detail. **Has indirect access to City funds through preparation of payment authorizations and local purchase orders for the Department of Planning.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No _____ If yes, please explain. **Must communicate with City employees, including Department Directors, local and state elected officials, vendors, consultants, and other professional representatives, as well as inquiries from the public.**

What are the minimum qualifications necessary for this position?
Education and Experience:

- **High school diploma or GED.**
- **2 years work in a professional office environment.**
- **Valid Alaska driver's license or ability to obtain one within 90 days of employment.**

What are the preferred qualifications for this position?

- **Prior experience working in a related field.**
- **Working knowledge of planning, zoning and code enforcement procedures.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to maintain confidentiality and security required. Ability to establish and maintain accurate records and meeting minutes.**
- **Ability to establish and maintain effective working relationships with those contacted in the course of work.**
- **Effectively communicate orally and in writing with the general public, various boards and committees, co-workers, developers and other parties.**
- **Working knowledge of office practices, procedures, and equipment.**
- **Must have excellent organizational and communication skills to distribute a wide variety of information.**
- **Must have the ability to prioritize and complete routine and non-routine assignments independently and accurately.**
- **Ability to follow oral and written instructions accurately.**
- **Ability to work with deadlines and interruptions.**
- **The ability to learn rules, policies, procedures, and terminology used in public**

Explain the level of supervision received: **Receives direct supervision from the Planning Director.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

- 1. Provides general administrative support for the department, including processing mail, routing telephone calls and referring visitors to appropriate staff members, receiving the public, answering questions, and responding to inquiries.**
- 2. Assists with the coordination of Planning Commission/Platting Board meetings including, but not limited to the following tasks: processes applications, drafts agenda, drafts minutes, posts notices, prepares packets, distributes information, prepares and mails formal correspondence related to action items, , sets up Council Chambers for meetings, and maintains associated files and documents.**
- 3. Coordinates the development of various reports for the Department, including Monthly Departmental Report, Planning Commission Annual Report, and others as assigned.**
- 4. Assists in compiling the department budget and the Capital Improvement and Major Maintenance Plan annually**
- 5. Responds to zoning inquiries, complaints and violations and assists with investigations and enforcement procedures as directed.**
- 6. Provides information regarding zoning, platting, easements and general property information for the public, co-workers, and the development community.**
- 7. Coordinates departmental newsletters and community outreach campaigns.**
- 8. Maintains accurate and detailed files and records; verifies accuracy of information, research discrepancies and record information.**
- 9. Prepares and proofreads a variety of documents including general correspondence, agendas, memos, policies, and reports.**
- 10. Enters a variety of data and information into various computer programs and spreadsheets for tracking purposes.**
- 11. Assists with processing tideland lease and other property lease applications and maintains associated files and tracking systems.**
- 12. Coordinates and maintains filing and storage areas. Ensures the wise use of space in the department and that the maintenance of archived records and the disposition of files are done in accordance with established policies.**
- 13. Maintains departmental website and provides updated material.**
- 14. Obtains quotes and coordinates the purchasing of all office equipment and supplies for the department.**

government office environment.

- **Ability to operate a motor vehicle.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Must be computer proficient in a Windows environment.**
- **Moderate to high level of keyboarding skills.**
- **Ability to use multi-line CISCO telephone system.**
- **Ability to learn and operate large map/plat scanning and printing.**
- **Ability to learn and operate MUNIS functions for processing purchases and work requests.**
- **Ability to learn and operate web based mapping systems.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	o

Describe the requirements of this position which make these factors important: **This position will respond to a wide variety of routine and non-routine requests and demands from the employees, the public, and elected officials. Must be able to communicate information in an effective and professional manner.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Position is subject successful completion of a pre-employment drug test.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required licenses and certifications must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted ((i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ____
No **X** If yes, please explain: **Work conditions are consistent with a normal office environment.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	15% of time		Copying/filing, customer service
Walking	15% of time		Copying/filing, customer service
Sitting	70% of time		Answering Phone, typing
b. Lifting	35	lbs.	Filing boxes, copy paper
Carrying	35	lbs.	Filing boxes, copy paper
Pushing	o	lbs.	
Pulling	o	lbs.	
2. Climbing	X		
Balancing	o		
3. Reaching	X		
Handling	X		Processing paperwork
4. Stooping	X		Filing
Kneeling	X		Filing
Crouching	X		Filing
Crawling	o		
5. Speaking	X		Communicating information
Hearing	X		Communicating information
6. Seeing	X		Processing information
Depth Perception	o		
Color Vision	X		Map reading

HISTORY SUMMARY

June 2000 - New Position

July 2003 – Changed from ¾ time to full time. Removed incumbent, included probationary period, changed signature blocks. Included selection guidelines, put JD in new format.

January 2011-Clarified line of supervisory reporting structure for this position.

September 2012 – Clarified the reporting structure, responsibilities and qualifications for this position.