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| <b>ORGANIZATION:</b> | City of Sherwood                                     | <b>DATE:</b> 2009 |
| <b>LOCATION:</b>     | Sherwood, Oregon                                     |                   |
| <b>DEPARTMENT:</b>   | As Assigned                                          |                   |
| <b>FLSA STATUS:</b>  | Exempt                                               |                   |
| <b>JOB TITLE:</b>    | Program Project Manager I Confidential – Pay Group C |                   |

**PURPOSE OF POSITION:**

Perform a variety of complex activities to contribute to efficient office operations requiring a thorough understanding of department and City programs and procedures.

Performing administrative office management tasks and/or on-going lead worker responsibility. The confidential designation is due to the support during labor negotiations and access to confidential information.

A wide variety of complex tasks are performed. This classification is expected to function independently in daily tasks and use initiative and independent judgment on non-routine matters. Acts as lead project coordinator on routine and complex assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a supervisor.

**ESSENTIAL JOB FUNCTIONS:**

Provide customer service for assigned department. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers. Screens incoming calls, mail, personal visits and other requests and forwarding on as appropriate.

Use word processing software to type routine, non-routine, and complex letters, memos, minutes and other material from general instructions. Proofread and edit documents, presentation materials, brochures, and other materials for grammar, clarity, punctuation and spelling. Examine documents for completeness and accuracy. Correct errors as necessary.

Creates templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Coordinate meetings, calendars and travel arrangements. Resolve conflicting demands.

Compile information and reference materials for supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Take and transcribe minutes. Prepare and post public meeting notices. Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.

Track, order and maintain office supplies. Initiates and enters purchase orders. Research and track budget information throughout the year.

Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines. May perform other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. May perform other duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to high school education and five or more years of progressively responsible administrative support experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:**

**DESIRABLE REQUIREMENTS:** Knowledge of municipal government functional areas and specific word processing software utilized within the department.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard 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:** May supervise 1-3 employees. Provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Department Director.