

OFFICE SPECIALIST II (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E606

GENERAL DESCRIPTION OF THE DUTIES

This position performs a variety of administrative duties in support of the Water Reclamation Facility of the Community Development Department.

SUPERVISION RECEIVED

This position receives general supervision from the Water Reclamation Facility Manager.

SUPERVISION EXERCISED

Supervision is not a function that is typically assigned to this position. However, the Office Specialist II may provide training and orientation to newly assigned personnel regarding policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Answers incoming calls and routes appropriately.
2. Responds to general questions and concerns from the public.
3. Prepares and types correspondence as directed; uses computer to prepare press releases, notices, public outreach educational materials, and a variety of reports regarding the activities of the Water Reclamation Facility.
4. Receives time sheets and reviews information for accuracy and completeness before submitting to the Finance Department, prepares monthly time reports.
5. Prepares purchase orders as directed and enters information into computer.
6. Maintains inventory of supplies, equipment and vehicles.
7. Maintains filing systems and records for the Water Reclamation Facility.
8. Operates a variety of office equipment including computer, copier, facsimile machine, input and retrieve data and text, organize and maintain disk storage and filing.
9. Prepares monthly report for the Department of Environmental Quality.
10. Performs work in accordance with federal, state and City employment and safety laws, rules and standards.

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OTHER JOB FUNCTIONS

1. Provides clerical support in the preparation of the Water Reclamation Facility budget.
2. Prepares and solicits quotes for equipment, supplies, and services as directed.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Provides administrative support for City-wide committees and the Community Development Department.
5. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General office procedures and office equipment;
- Word processing, spreadsheet, and database programs for correspondence, reports, and information management; and Internet and email application;
- Electronic and manual filing and record keeping systems;
- City, Department and Division policies and procedures;
- Basic math and business writing; and
- Public relations techniques to work effectively with customers in person or by telephone.

Skills in:

- Using office equipment (computers, copy machines, fax machines, and postage machines);
- Responding to the public as customers of the City;
- Organizing assigned work and prioritizing tasks to meet assigned deadlines;
- Following oral and written instructions;
- Communicating effectively with the public, members of outside agencies, and employees;
- Checking work for completeness and accuracy;
- Using phone system; and

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- Establishing and maintaining effective working relationships with the public, City and Department personnel.

Ability to:

- Research basic requests and interpret information to ensure accuracy in communicating information to the public; and
- Ability to remain calm in stressful situations.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities is qualifying. A typical way to qualify includes specialized training in office practices, including computer applications, and responsible office experience that involves public contact.

PHYSICAL REQUIREMENTS

This position requires the ability to communicate with others, use repetitive motions, sit, and hear; and pushing, lifting, pulling, and carrying 25 pounds. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Work is performed primarily in an office environment under regular and recurring work situations; and involves the continuous use of decision-making, interpersonal skills, teamwork, customer service, fluency in English, problem analysis, independent judgment, and basic math.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 12/99

Revised: 05/01

Revised: 09/14