



Effective: August 10, 2024
City of Sweet Home
Administrative Services Manager
Job Description
FLSA Non-Exempt
Non-Bargaining

Approved by: 

ADMINISTRATIVE SERVICES MANAGER

SUMMARY:

The Administrative Services Manager performs a wide variety of routine and complex administrative functions for the City Manager, Executive Team, Mayor, and City Council. This position provides high level support for human resources, records management, elections, boards and committees, and other duties that involve confidential and sensitive information. Serves as a member of the City's management team. The Administrative Services Manager assumes responsibility for overseeing various office functions including serving as a primary customer service role to the public. A broad knowledge of City and departmental policy and procedure is required to assist the public and staff and to serve as spokesperson for the City.

ESSENTIAL JOB FUNCTIONS

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

- Provides excellent customer service by serving as the first point of contact at City Hall and by serving as the primary phone contact to the public on behalf of the City.
- Serves as human resource contact for employees, including providing support for recruitment and selection, new employee orientation, training, policy development and enforcement, labor relations, human resource documentation, and benefits administration.
- Assists with maintenance of City records and official documents such as ordinances, resolutions, leases, and contracts, as well as managing document retention and destruction.
- Processes Public Records Requests.
- Attends City Council meetings, board and committee meetings, and other meetings as assigned for record-taking purposes.
- Serves as backup agenda coordinator for the City as assigned including preparation of agendas, resolutions, ordinances, agreements, reports, and other documentation as needed.
- Attests the City Administrator's or Mayor's original signatures on official documents and applies the City Seal as appropriate.
- Assists the City's Elections Officer and other staff by preparing candidate information packets, receiving candidate nominations, preparing ballot measures, certifying candidates to the County Election Officer, researching laws to ensure continuous compliance with legal publication and other requirements for City elections, and maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums, and referrals.

- Serves as a member of the City's management team.
- Acts as backup webmaster for the City website.
- Provides supervision to staff as assigned by City Management.
- Maintain ongoing open and effective communication with the City Manager, City Council, and City staff.

EXPERIENCE AND EDUCATION

Experience

Five years secretarial or administrative experience of a progressive responsible nature, two years of which must have been in a public setting OR a satisfactory equivalent combination of education, experience, and training.

Education

Associate degree in Business Administration or a business college degree with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; and one year of office work experience including administrative experience of an increasingly responsible nature; or any equivalent combination of related education and experience.

LICENSE AND CERTIFICATE

State of Oregon Driver's License or ability to obtain within six (6) months
Obtain within six (6) months of employment, and maintain throughout
employment a Notary Public Commission

Desirable Qualifications

Experience in local government preferred.
Human Resource experience preferred.