

November 3, 2016

**POSITION ANNOUNCEMENT**  
**For**  
**DEPARTMENT SECRETARY**  
**THE DALLES PLANNING DEPARTMENT**

**Annual Salary: \$34,465.61 to \$41,153.74 annually plus benefits**  
**Closing Date: November 23, 2016**

Recruitment is for City of The Dalles Department Secretary in the Planning Department. All assigned duties and tasks are expected to be performed in an effective, efficient, and confidential manner. This position requires a high level of problem solving ability, initiative, and the ability and willingness to work a majority of the time without direct supervision. This is a Full-Time, Union Represented position (SEIU).

**Qualifications**

***Education/Experience:*** Graduation from high school or the equivalent GED certificate. Knowledge of all office skills; typing, business machines, computers, filing and office procedures; two years of progressively responsible experience in a business office environment (government office preferred). Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described essential functions. Bilingual English/Spanish preferred.

***Necessary Special Qualifications:*** Thorough knowledge of rules of effective English usage and grammar; general office practices and procedures; independently research assigned projects; set priorities; maintain confidentiality. Must pass a drug and background investigation.

**To Apply**

Obtain the complete job description and the City of The Dalles Application Form from the Human Resources Office or online at [www.thedalles.org](http://www.thedalles.org) and submit no later than 5:00 p.m. on Thursday November 23, 2016 to the Human Resources Office 313 Court Street The Dalles, OR 97058. Incomplete Application Packets will not be accepted. The City of The Dalles is an Equal Opportunity Employer.



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**POSITION DESCRIPTION**

**TITLE:** Department Secretary  
**DEPARTMENT:** Planning  
**REPORTS TO:** Department Director, Senior Planner in Director's Absence.  
**SUPERVISES:** Not Applicable

**DEFINITION:** Responsible to perform clerical, purchasing, accounting, customer service, and related functions for the Planning Department.

**ESSENTIAL JOB FUNCTIONS:**

- Provides secretarial support for all Planning Department staff.
- Assists customers with planning and zoning questions.
- Distributes mail and faxes.
- Prepares correspondence as directed.
- Manages Department Calendar.
- Attends all Planning Commission, Historic Landmarks Commission and Urban Renewal meetings, prepares agenda packets and minutes, and does all mailing and follow-up work.
- Orders materials and services as assigned.
- Issues and files various permits.
- Maintains log of invoices submitted for payment and tracks these invoices to assure that payment has occurred.
- Maintains an organized filing system for department records, maintaining stored files in accordance with records retention regulations.
- Assists with the preparation, distribution and mailing of RFP and contract documents.
- Provides computer input to inventory and other various programs as needed.
- Assists with preparation of departmental budget.

**OTHER JOB FUNCTIONS:**

Performs other related duties as may be required or assigned.

**WORKING CONDITIONS:**

Duties are performed primarily in an office environment. Travel for local errands and to meetings and training both in and outside of the City may be required.

**ABILITY TO:**

- Deal with customer concerns, complaints, questions and problems in a courteous manner.
- Follow oral and written directions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with others.
- Provide for Department files organization and management.
- Have knowledge of accounting principles and municipal budgeting.
- Be proficient in computer skills, including MicroSoft Office Suite, Excel and Word.
- Perform essential job functions.

**QUALIFICATIONS:**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Minimum Requirements are:**

- Education: High school graduate or equivalent, with adequate post-high school training necessary to meet the objectives of customer service, office and computer skills, and accounting.
- Experience: At least two (2) years of office secretarial/clerical experience preferably within a municipal organization.

**LICENSES OR CERTIFICATES:**

- Valid Driver's License is required.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Initial of witness: \_\_\_\_\_