



City Hall, PO Box 708, Garibaldi, OR 97118

Office: (503) 322-3327 | Fax: (503) 322-3737

OFFICE STAFF JOB DESCRIPTION

TITLE: Administrative Assistant I – Tourism Coordinator

EMPLOYMENT STATUS: Non-exempt union position; full time, 20+ days per calendar month, 40 hours per week, 5 day per work week, overtime eligible, work schedule to be determined quarterly.

GENERAL STATEMENT OF DUTIES: Provides a variety of routine and complex clerical, administrative and event coordination, and marketing work for the City's Tourism Commission. Provides back-up reception and clerical work for the City administration offices as needed.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant City Manager / Finance Officer and/or the City Manager when necessary.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates and implements promotional events for the City of Garibaldi. Recruits and manages event volunteers. Manages public event and community hall resource calendars. Develops new events under the direction of the Tourism Commission and City Management employees. Develops marketing plans and seeks out marketing events for City participation. This position will require travel to regional and statewide events for tourism promotion and continuing education.

Provides calendar, project, document, and database management support for the Tourism Commission.

Provides telephonic messaging and clerical support for the City Manager and Assistant City Manager as needed.

Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Graduation from a high school or GED equivalent.

Applicants should have a minimum of three years' office, receptionist or customer service work experience. Three years' experience with event coordination or production is preferred. (May be concurrent.)

Must be bondable.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to type a minimum of 35 wpm and be proficient with a 10-key calculator.



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Working knowledge of computers and operating systems. Experience and proficient knowledge with computer applications, specifically MS Word, Excel, Access, Publisher. Experience and proficient knowledge with website and social network content management.

Knowledge of office practices and procedures.

COMPENSATION: Starting at \$20.31 – \$23.56 per hour depending on qualifications and education. Comprehensive health, dental, and vision benefits, VEBA health savings account contributions by the City, and Oregon PERS retirement program. This position will be eligible for advancement into the Administrative Assistant II position based on future performance.

POSITION FUNCTIONAL REQUIREMENTS:

<i>Function</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>N/A</i>
Standing		X		
Bending		X		
Climbing				X
Walking		X		
Carrying/Lifting 10 lbs.		X		
Carrying/Lifting 30 lbs.	X			
Carrying/Lifting 60 lbs.	X			
Operating Equipment				X
Operating motor vehicle	X			

PHYSICAL JOB FUNCTIONS: The functions and abilities for successful performance in this position include but may not be limited to:

<i>Function</i>	<i>Reach (Inches)</i>	<i>Distance (feet)</i>	<i>Weight (lbs.)</i>	<i>Time (percent)</i>
Collating	18	3		2
Dialing	18			10
Filing	18			2
Kneeling				2



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Reaching		3		5
Sitting				20
Sorting	18			2
Standing				3
Typing	12			5
Walking				1
Word processing				19

[NOTE: Percentages of time usually exceed 100% because many functions occur simultaneously.]

NOTE: This document will be used during the selection process.

TO Apply: Please submit resume, completed application and cover letter electronically to geoff@ci.garibaldi.or.us, or in person at 107 Sixth St. Garibaldi, OR. 97118, or by mail to PO Box 708 Garibaldi, OR. 97118 no later than December 9th 2019. This recruitment may require a background check and or pre-employment testing/screening as well. The City of Garibaldi reserves the right to close this recruitment when and if it deems it necessary.