
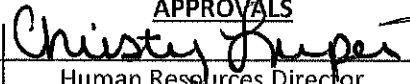



**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Generalist	DEPARTMENT: Community Development
RANGE: 32	DIVISION: Administrative Services
EFFECTIVE DATE: 12/2020	REVISION DATE:

APPROVALS		
 Department Head <i>Cindy Gibson</i>	 Human Resources Director	 City Manager

PURPOSE OF POSITION:

This position provides administrative and professional office support through the Administrative Services Division. The position reports directly to the Administrative Services Manager.

ESSENTIAL JOB FUNCTIONS:

- Perform administrative work to include record keeping, budget preparation & monitoring, and receiving and relaying information between office personnel, employees and the public.
- Provide frontline customer service at a designated work station.
- Perform processing of permit applications with associated requirements and development review projects as related to assigned department requirements.
- Provide assistance with preparation of travel and training requests following requirements as outlined in the Purchasing Manual.
- Process incoming and outgoing mail.
- Provide switchboard coverage as needed.
- Assist with filing of department records.
- Assist with preparation of memoranda, minor reports, and general correspondence.
- Assist with maintaining supply of forms, the creation of new and updating of current forms.
- Assist with intake of Homebuyer Application packets.
- Assist with meeting room reservations and meeting setup.
- Assist with agenda and packet preparation; draft and finalization of meeting summaries.
- Perform related duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma, or equivalent. College coursework is preferred.
- Three years of demonstrated responsible related administrative and/or professional/technical experience.
- Demonstrated experience with Microsoft Office.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Demonstrate professionalism and customer service skills.
- Knowledge of standard office procedures, filing, equipment and computer software, including Microsoft Office Suite.
- Ability to learn and apply specialized computer software programs.
- Ability to establish and maintain effective working relationships utilizing a high degree of diplomacy.
- Ability to work in a team environment, but also to work independently.
- Ability to understand and follow written and oral instructions.

- Ability to attend meetings and write clear and accurate reports of meetings/actions in a timely manner.
- Knowledge of basic mathematical principles, English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, and equipment.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to participate in evening meetings on a regular basis and make adjustments of schedule on a periodic basis.
- Must possess mental acuity for attention to accuracy and detail.
- Must be able to handle occasional stressful situations.
- Must work well with multi-deadlines.
- Ability to communicate clearly and concisely.

ENVIRONMENTAL & SAFETY CONCERNS:

- General office safety procedures must be followed.
- Requires periods of prolonged sitting at a computer terminal.

JOB LOCATION:

- Work performed primarily in an indoor office setting.