CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Community Development Administrative Secretary**	**UNION:1937**
		SG:109
CLASS TITLE:	**Administrative Secretary**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Planning and Community Development**	**EEO4CODE:AS**

JOB SUMMARY:

Prepares and processes contracts for all grants awarded by the Community Development Division. Processes the Division's loan documents, reconveyances, satisfactions, miscellaneous contracts, and federal documents for signatures and entry into the City's database. Assists with developing and producing the Consolidated Plan, with annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER) for the Department of Housing and Urban Development (HUD). Assists with administration of the Human Service Program by providing technical support and assisting with planning for the program. Prepares Minority Business Enterprise Reports and other government reporting forms.

Performs a variety of secretarial and clerical duties for the Community Development Division and other staff as needed. Acts as secretary to the Community Development Advisory Board (CDAB) and the Housing Development Fund Loan Review board (HDFLRB). Acts as back-up departmental Secretary/Receptionist for the Planning and Community Development Department.

SUPERVISORY RELATIONSHIPS:

Reports to the Block Grant Programs Manager. Works under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements. Receives assignments from, and maintains close working relationships with, other Community Development Section Heads and other staff members.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Prepares and processes all Community Development Division contracts. Frequently communicates with executive directors and other staff of grant recipient agencies to announce awards, resolve contract issues, issue Notice to Proceed, and provide technical assistance on grant requirements. Includes word processing, assembling and preparing exhibits; gathering insurance information from recipients or insurance companies and ensuring insurance coverage is appropriate; routing contracts for signatures; and, tracking contracts in process, including outstanding items and dates of contact.

2. Works closely with the Block Grant Programs Manager to create the Five-Year and Annual Consolidated Plans and the Consolidated Annual Performance Report (CAPER)

for the HUD. Compiles lengthy reports using information from multiple sources including staff, the Bellingham Housing Authority and information pulled from historical documents. Requires coordinating the efforts of multiple staff members over several months in order to meet deadlines. Edits, proofreads, and checks math. Formats, incorporates graphics and assembles documents. Prepares documents for the City's website. Coordinates related advertising and distribution of documents to the public to meet government requirements.

3. Performs secretarial and clerical duties from entry-level to the most advanced, such as typing, word processing, editing, filing, copying, drafting forms, opening and distributing Community Development Division mail. Composes correspondence as directed by the professional staff. Creates interactive forms for use by grant recipients and ensures their usability via the City's website.

4. Performs records-management function for Community Development Division. Includes data entry/retrieval, maintenance of division office file systems and forms, archiving and working with the Division's archiving database and federal regulations for archiving. Clips newspaper articles for Community Development Division and Waterfront Redevelopment and files for reference by auditors and staff.

5. Acts as secretary to the Community Development Advisory Board (CDAB) and the Housing Development Fund Loan Review Board (HDFLRB). Prepares agendas at the direction of the Block Grant Programs Manager. Notifies members of meetings and prepares minutes from spoken word and taped material, types memos and gathers information at the request of board chairs.

6. Processes the Community Development Division's loan documents, reconveyances, satisfactions, miscellaneous contracts, and federal documents for signatures and entry into the City's database.

7. Prepares Minority Business Enterprises Report and other government documents.

ADDITIONAL WORK PERFORMED:

1. Schedules meetings and notifies participants.

2. May act as back-up on secretary and receptionist duties for the Department.

3. Undertakes special projects as directed by the Block Grant Programs Manager that may require information gathering, memo and correspondence production.

4. Inventories and assists with ordering Division office supplies, including computer equipment and copier needs, as necessary. Maintains Division office equipment, including maintenance scheduling. Researches and recommends equipment purchases for the Division.

5. May coordinate registrations and make travel arrangements for Division staff as needed.

6. May schedule Division work items on City Council agenda and type and prepare agenda

bills and supporting materials.

7. Other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge:
- Thorough knowledge of software applications with the ability to perform extensive editing and formatting of documents, prepare large documents for publication, create fill-in forms, templates and macros with calculations for PDF documents and online forms.
- Thorough knowledge of office principles and practices and an ability to use standard office equipment such as computer, typewriter, multi-line electronic digital phone system, copier, fax, etc.
- Working knowledge of the Department's purpose, policies and procedures, functions and practices.
- Working knowledge of federal, State and local program-related codes and regulations, policies and procedures.
- Working knowledge of bookkeeping and ability to add, subtract, multiply and divide with accuracy.
- Working knowledge of research and investigative methods.
- Working knowledge of copy layout, report design, and standard formats used in local governmental and HUD documents.

Skills:
- Good literacy skills, including reading, business and technical composition; knowledge of standard English usage, spelling, punctuation, grammar and letter format. Ability to compose routine correspondence and to proofread and edit the work of others.
- Strong computer skills including word processing, data entry/retrieval, recordkeeping, spreadsheet applications.
- Transcribing spoken/dictated/taped material and prepare summary minutes of public forum meetings, accurately and in a timely manner.
- Time management skills with ability to prioritize workload for completion in a timely manner and meet deadlines.
- Strong oral communication and interpersonal skills to establish and maintain effective working relationships with diverse groups of people including department staff, public officials, concerned citizens and personnel from other City departments or local agencies.
- Good skills in providing customer service to internal and external customers.

Abilities:
- Ability to follow written and oral instructions
- Ability to work independently or as a member of a team depending on project needs.
- Ability to handle several tasks simultaneously while maintaining accuracy in an environment of frequent interruptions.
- Ability to tolerate stress and be adaptable and flexible.
- Ability to understand the contract process, necessary insurance coverages, and be able to track, monitor and process many contracts at any one time.
- Ability to communicate technical information in a clear manner to others in both verbal and written form.

- Ability to work well with staff at all levels of various agencies and businesses.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT:

Works extensively at a computer workstation setting in an open concept clerical station. Working conditions include noise, frequent interruptions, and other distractions, with very low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of post-secondary vocational or college training and three years of recent secretarial or administrative support experience, preferably with a municipality or other public sector entity.
- Experience demonstrating advanced skills in, and ability to utilize word processing, desktop publishing, and presentation software applications, as well as, applications for creating and editing PDF documents and graphics and editing digital photographs.
- Experience demonstrating ability to utilize computerized record-keeping systems including spreadsheet and database applications.
- Typing at 60 wpm NET.
- Experience recording and transcribing minutes from public forum meetings, hearings, or related proceedings where minutes are a matter of public record is strongly preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Willingness and ability to work occasional evenings.

PREPARED BY: Kerry Sicktich
12/85

REVIEWED BY: _____
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Planning & Community Development

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2/87
Donna Goddard/Patricia Decker
5/96
S. Anderson/D. Cahill/L. Klemanski
11/07

COMMISSION ALLOCATION: December 12, 2007