

City of Marietta, Oklahoma Job Description

Position Title: Operations Official	Department: Office Management
Pay Grade: J	Supervisor: City Administrator

Position Purpose:

This position is a multi-faceted position that works with minimal direction, with responsibilities in Human Resources, Finance, City Clerk, and City Administrative Assistant.

Essential Functions and Duties:

Human Resources

- Assist with preparation of new hire and termination paperwork
- Submit new or revised insurance and payroll paperwork to respective agencies
- Handle Worker's Compensation claims initial injury report to annual record keeping
- With assistance from third party, research and report best options for employee benefits
- Assist employees with documentation and charges on individual plan

Finance

- Process accounts payable and account receivables
- Assist other departments with budget issues and misc. accounts

City Administrative Assistant

- For all departments: handle and distribute all incoming and outgoing mail; schedule meetings and make travel arrangements;
- Clerical support: typing and proofreading misc. memos and letters
- Maintain copier, printer, computer, and phone systems
- Receptionist and help establish phone etiquette
- Assist general public and business with police report record requests
- Assist officers with retrieving and receipt of documents
- Manage reservations of city facilities

Education and Experience:

- High School Diploma or GED
- Three (3) years of experience in management, finance, business administration, preferred.

Certificates and Licenses:

- Valid driver's license

Knowledge and Skills:

- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.

- Management skills to analyze programs, policies, and operational needs.
- Ability to work and interact with departments throughout the organization and the general public.
- Excellent interpersonal and communications skills (oral and written).
- Able to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Under limited supervision, plan and arrange own work, referring only unusual cases to supervisor.
- Intermediate skills for computer, typing, Word, Excel and other computer software.
- Maintain confidentiality, exercise judgment, courtesy, tact and diplomacy in dealing with the public, other agencies and City department personnel.

Physical Job Requirements:

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 50 pounds	X			
Walk		X			Work Indoors				X
Sit				X	Work Outdoors		X		
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb or balance	X								
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds		X							

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age