

CLASS TITLE: TITLE V COMMISSIONS ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative duties which facilitate and support the work of the City's Title V Commissions, other resilience projects and other related duties as assigned.

ESSENTIAL TASKS:

- Attends all Title V Commission meetings
- Produces meeting agendas, minutes, and other administrative documents for the City's Title V Commissions
- Ensures that all Title V Commission business is conducted in accordance with the Oklahoma Open Meetings Act
- Composes letters, memos and reports as required
- Schedules meetings, conferences and various activities as needed to support the work of the Title V Commissions
- Compiles reference materials and conducts onboarding training for all newly appointed Title V Commissioners
- Coordinates with the Communications Department to produce publications, media releases, articles, web content, social media, brochures, forms and various materials for the City's Title V Commissions and other resilience projects
- Provides administrative support to resilience projects as required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in English, public administration, marketing, public relations or a related field; and one (1) year of experience in a related field or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report presentation; considerable knowledge of business organization; knowledge of writing techniques, English, spelling, grammar, punctuation, formatting and layout principles, word processing and desk top publishing software; Ability to exercise good judgment and diplomacy in sensitive situations; ability to analyze problems and present recommendations and ideas effectively both verbally and in writing; ability to write clear, concise and accurate reports; ability to demonstrate proficiency in the use of appropriate software; and the ability to work collaboratively within the organization and with the public in order to achieve job objectives.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

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Class Code: 2612

EEO Code: N-02

Pay Code: AT-28

Group: Clerical and Administrative

Series: General Administrative

Effective Date: May 9, 2018