



STATE OF OREGON
POSITION DESCRIPTION

Workday position no.
000000005339

Agency: Oregon State Marine Board

Facility: Boating Facilities Program

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 1
b. Classification No: C0107
c. Effective Date:
d. Position No: 002042
e. Working Title: Administrative Assistant
f. Agency No: 25000
g. Section Title: Boating Facilities Program
h. Budget Auth No: 000066810
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City – County): Salem-Marion
l. Supervisor Name: Janine Belleque
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [X] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon State Marine Board (OSMB) is Oregon's recreational boating agency dedicated to safety, education and access in an enhanced environment. This goal is achieved through the registration, business services, boating facilities, boating safety, policy/environmental and administrative programs of the agency. There are 39.5 full time employee budgeted positions at the Marine Board. This position resides in the Boating Facilities Program, whose general purpose, is providing technical assistance and grant funding to provide quality, safe and accessible boating access.

The Boating Facilities Program collaborates and partners with governmental entities by providing state and federal matching grants for the acquisition, planning, development and maintenance of boating access facilities. In limited cases private marinas are eligible for federal grant funding. In addition, the Program provides technical assistance in the form of design, engineering, surveying, environmental permitting, project planning and recreational boating advocacy. OSMB does not own or operate any boating facilities.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to provide administrative support to the Boating Facilities Program Manager and Boating Facilities Program team which includes engineer, designers, environmental permitting specialist, and planning and GIS staff.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

%	of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”</i>				
60			E	<p>Provides administrative support to the Boating Facilities Program by responding to or directing to the correct agency staff questions by telephone, email, mail and in-person. Provides grant applicants or recipients and the public with an explanation of rules and polices relating to the Boating Facilities Program.</p> <p>Composes and finalizes correspondence for the manager’s signature. Reviews grant applications for completeness, routes through agency evaluation process and scores specific identified ranking criteria. Review reimbursement requests for completeness, math and grant scope, route through internal review process and draft appropriate correspondence. Draft staff reports for quarterly Board meetings. Assists in the preparation of presentations for public meetings. Prepares and distributes a quarterly electronic program newsletter. Assists with the development and revision of Boating Facilities Program web-based procedure guides, grant applications, reimbursement forms, design guidelines and other forms and reference materials.</p> <p>Coordinates with staff and grant recipients to track key information related to the Facilities Program and grant projects including correspondence, contracts, engineering drawings, specifications change orders and grant reimbursements.</p> <p>Complete data entry into Access databases, web applications, spreadsheets and federal grant portal. Run a variety of reports for compliance with federal and state grants, performance and inspection monitoring and project status.</p>
40			E	<p>Research small procurement purchases following Buy Decision protocols. Prepare purchase orders, inspect items upon receipt for quantity, damage and that item is what was ordered. Monitor delivery days and locations. Utilize SPOTS card on appropriate purchases and track expenses.</p>

			<p>Assists in the coordination of and provides administrative support at meetings, workshops, conferences, Boat and Sportsman shows, as needed. Coordinate meeting, conference and training logistics.</p> <p>Maintains Facility Program items on the website including boat access inventory map, facility construction status, and grant application notifications and web-based forms.</p> <p>Coordinates and maintains comprehensive list of applicants, grant recipients, maintenance staff, contractor, newsletter contact lists and other data related information. Files documents electronically and in hardcopy files. Coordinate with State Archives on stored record retrieval and filing.</p> <p>Assists with work of Facilities Program staff and other agency staff on projects related to the agency mission and program goals.</p>
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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is conducted in an open office environment with constant interruptions, daily team interactions, and extensive computer use. This work requires remaining stationary for extended periods of time. Moving around to access filing/storage cabinets, use and adjust office or technological equipment, get to meetings, etc. is required. Statewide travel maybe required for meetings and training with occasional overnight stays. Flexible working hours may be required for evening meetings, training and during peak boating seasons.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes, Chapter 830; Oregon Administrative Rules, Chapter 250, Division 14; federal SportFish Restoration Act, 50 CFR 80, federal Clean Vessel Act of 1992, 50 CFR Part 85, federal Boating Infrastructure Grant, 50 CFR Part 86. Facility Program policies and procedures including: Design Guidelines for Recreational Boating Facilities, Grant Procedures Guides, and others. Agency policies and other state and federal laws and codes pertaining to administrative practices, and contracts.

b. How are these guidelines used?

Application of these guidelines, laws, and codes is necessary to ensure program compliance, and that public resources are utilized in an efficient and economic manner.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Government officials (state, federal and public bodies)	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Agency staff	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Stakeholders	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Grantees and applicants	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Contractors, consultants and vendors	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Regularly communicates in person, by telephone, and in writing with program and agency staff, grant applicants and recipients, the public, state and federal government agencies for the purpose of providing or requesting information, responding to questions and complaints and resolving or negotiating solutions to problems.

Prioritizes duties to ensure all tasks and assignments are completed timely and accurately. Identifies and resolve problems in a constructive manner. Recommends actions needed for improving processes and forms. Establishes and maintains file and storage systems. Work is generally performed independently and complies with policy and procedures and other state rules and regulations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Boating Facilities Manager	0002031	Daily communication and interaction; annual performance reviews and one-	Daily/monthly/quarterly/ annually as applicable.	Coordination of performance objectives and review of accomplishments

		on-one information updates		in order to maintain high level of customer service, productivity and quality of performance of job duties.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Ability to communicate professionally both written and verbal; customer service experience. Advanced writing and computer skills. Proficiency in Word, Excel, Access, and PowerPoint. A broad-based knowledge of recreational boating safety and geography of Oregon preferred.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
None		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date