



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

**AGENDA
COMMITTEE MEETING WORK SESSION
128 S. MAIN STREET, CONDON, OR 97823
MONDAY, DECEMBER 15, 2025, 4:00 PM**

**** NEW ZOOM LINK 12-15-2025**

<https://us02web.zoom.us/j/5301473543?pwd=Ws5C0CO82hEbypGTjmJpXyChY6exQ8.1&omn=89577695614>

**Meeting ID: 530 147 3543
Passcode: 543829**

- 1. CALL THE MEETING TO ORDER**
- 2. DISCUSS INTERIM CITY OPERATIONS**
- 3. OTHER**
- 4. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Please contact Condon City Administrator at (541) 384-2711 to make a request for an interpreter or other accommodations.

Work Session agenda distributed December 9, 2025

Position Description

Title: Interim Administrative Assistant/City Recorder

Department: Administration

Reports to: City Council

Supervision Duties: None

FLSA Status: Non-Exempt

Classification: Full Time

Essential Job Duties:

- Primary responsibility for reception, fax services, copying, answering the multi-line telephone system, mail pickup and distribution, ordering supplies.
- Primary responsibility for maintenance of utility accounts, calculation of deposits and balances, perform data entry and prepare and review monthly utility bills, delinquency notices and water shut off notices.
- Primary responsibility for the accounts payable cycle including conducting necessary research to determine appropriateness of payment, entering invoices into computer system, printing checks and assembling checks with invoices/statements for signatures. Mail signed checks, file check copy with backup and file accounts payable reports in appropriate manner.
- **Primary responsibility for payroll including but not limited to accruals, quarterly/annual reporting, annual workers' compensation reporting.**
- **Recording and reporting all city council and city committee meeting minutes. Assisting with agenda formation and distribution to council and public of all materials. Adhering to all state and federal meeting laws.**
- **Assist with building annual budget and adhere to all budget law requirements.**
- **Be the Election Officer**
- Serve as city cashier for utility and other city payments, deposits, fees, fines, etc.
- Provide clerical services in support of all city functions including computer, 10-key, fax, copier and multi-line phone system.
- ~~Interact directly with the public on a daily basis.~~
- Provide excellent customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Continue to develop skills through training, reading and meeting with others so that they are able to meet the changing demands and perform the duties of their position.
- Coordinate and record safety committee meetings and trainings. Follow and enforce the safety rules and procedures and contribute to the safety of co-workers and the general public.
- Coordinate rentals of city facilities and maintain calendar and forms for rentals.
- Coordinate staff calendar and maintain leave forms for employees.
- Generate and update forms as needed for rentals, utility functions and other forms needed.
- Other duties as assigned.

Typical Duties:

- Perform varied clerical and secretarial services, greet the public, act as receptionist answers telephone and respond to questions as appropriate from public and co-workers.
- Schedules use of community facilities – Veterans Memorial Hall, golf course, park, swimming pool.
- ~~Acts as receptionist and cashier.~~
- Receives cash receipts for sewer and water services, pay stations, licenses, fees and fines.
- Performs the duties of Utility Billing Clerk including but not limited to: Assisting with maintenance of utility billing accounts, receiving and posting payments for billing and deposits, printing, posting and tracking of utility bills, preparation for mailing of bills, reconciling water deposit records, maintaining utility billing, accounts receivable records, preparing shut-off lists, assessing and recording late penalties.
- **Completes monthly accounts payable and payroll. This includes all corresponding reports for council, state and federal governments, and assists with compiling financial information for grant reporting.**
- **Completes bank reconciliations and makes appropriate journal entries and transfers as necessary. These reports will be emailed to assigned councilor.**
- **Maintains and updates the city's website**
- Manages collection of online payments from all city revenue sources and post to Caselle system.
- Issue dog licenses and maintain records of the issued licenses.
- Schedules use of community facilities and tracks deposits, track keys, payments and forms required for use.
- ~~Prepare daily cash deposit for reconciliation.~~
- Performs other related tasks as required.
- ~~Assist swimming pool manager in ordering and other administrative tasks as needed.~~
- ~~Maintain transient tax forms, mailings and receipts.~~ **Maintain transient tax files for local entities and correspond accordingly with State Department of Revenue.**

Minimum Qualifications:

Education and Experience

Secretarial and general office procedures experience necessary. Word processing, accurate operation of 10-key calculator, bookkeeping, positive public relations are required.

Certifications and Licenses

- High School Diploma or GED equivalent required
- May substitute completion of business school or equivalent education for experience.

Skills, Knowledge and Abilities

- Have excellent customer service skills and ability to multi-task.
- ~~Some~~ **Bookkeeping** skills required.
- Have extensive knowledge of record keeping and office procedures.
- Computer, word processing, data entry and filing skills required.

- Able to make computations and tabulations accurately and with reasonable speed using a ten-key calculator.
- Must be able to understand and follow oral and written instructions, learn clerical tasks readily; adhere to prescribed departmental routines; establish and maintain harmonious working relationships with the public and other employees.
- Must be able to pass background check and demonstrate ability to perform essential skills.

Physical/Mental Demands:

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, ~~stoop~~, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., coordination is required while operating equipment such as a computer keyboard, calculator and standard office equipment.

Working Conditions:

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Employee Signature _____

Date: _____

Attest: _____
 Kathryn Greiner, City Administrator

Date:-----

Interim Public Works Superintendent/City Administrator City of Condon

| | |
|-----------------|--|
| Department: | Administration |
| Accountable to: | Council |
| Supervises: | All Staff other than Interim Administrative Assistant/Recorder |
| FLSA: | Exempt |
| Classification: | Full Time |
| Adopted: | January 7, 2026 |

GENERAL SUMMARY

Under the general direction of the city council, this interim position will be responsible for the overall operation of the City of Condon. This will include public works, park, golf, pool, city administration and oversight of all employees with the exception of the Interim Administrative Assistant/City Recorder. Additionally, the position will develop and nurture a working relationship with other area cities, Gilliam County, state and federal agencies and private organizations.

ESSENTIAL JOB FUNCTIONS

- Organize, plan and administer and manage a city-wide maintenance management program for water systems, wastewater systems, park, golf and street & sidewalk and associated equipment.
- Schedule staff and needs for Public Works and Park and Recreation Departments
- Prepare recommendations for annual operations and maintenance, and capital improvement projects for Public Works, park, golf, pool, city buildings, streets and sidewalks.
- Supervise city staff with the exclusion of the Interim Administrative Assistant/City Recorder and must approve any or all overtime by staff.
- Attend all City Council and city committee meetings and understands public meeting law.
- Assist with council meeting agendas and packets through the electronic packet system
- Develop policies and procedures as needed to implement the decisions of the city council.
- Assists with preparation of the city's annual budget and administers the budget in coordination with council and staff.
- Monitors overall fiscal activity of the city and maintains that spending is within council budget appropriations.
- Understands and abides by public contracting rules approved by the city.
- Maintains records, reports and testing data as required by city activities – DEQ, OHA Drinking Water – and recommend compliance procedures.

- Prepare and oversee city planning department functions. Schedule meetings, process applications and coordinate with planning consultant.
- Meets with businesses, and local/state/federal entities to maintain positive relationships in cooperating projects, grant submittals and economic development
- Attends meetings and represent the city in various community organization groups explaining city issues and projects to encourage citizen participation and support.
- Stay current state and federal laws regarding operations of the city.
- Apply and administer city grants and oversee city capital projects.
- May be required to perform on-call duties after business hours. Alert the council of an unusual or emergency situations and recommend responses to meet problems

SPECIAL REQUIRMENTS/LICENSES

- Possession of, or the ability to obtain within 60 days, Wastewater Collection level 1, Wastewater Treatment level 1, Water Distribution level 1, Competent Person (Trenching and Shoring),
- Cross Connection Specialist certifications
- Work Zone Traffic Control training.
- Must possess a valid Oregon Class B Commercial Drivers License with Air Brake and Tank endorsements, or the ability to obtain one within 6 months of hire date.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis. On occasion, the work involves moving materials weighing in excess of 100 pounds. Manual dexterity and coordination are required over 50% of the work period while operating various public works equipment, motorized vehicles, hand and power tools and standard office equipment. Majority of the administrative duties will be in an office environment.

WORKING CONDITIONS

The majority of duties take place outside of buildings with exposure to all types of weather conditions, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise, and chemicals. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date

_Attest

Date

Approved by the City Council January 7, 2026