**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>City Manager’s Office</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
<td>Pay Grade:</td>
<td>N/A</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Hourly - Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>1/1/19</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**JOB SUMMARY**

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This employee provides a high level of secretarial and administrative support to the City Manager’s Office. This employee maintains records, answers telephones, processes mail, provides customer assistance, and researches information. Additionally, this employee provides information to the public; assists with payroll, department records and various department accounting functions.

The nature of this position is such that the employee has considerable independence in performing routine work. The City Manager provides minimal supervision and review unless the nature of the assignment dictates otherwise. An important function of this employee is that he or she is capable of relieving the supervisor of a wide variety of requests not requiring his or her personal attention.

**ESSENTIAL JOB DUTIES/WORK PERFORMED**

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

Performs a variety of administrative duties including the following:

- Assists with the administrative functions in all divisions of the City Manager’s Office.
- Processes daily cash receipt transactions and related reports.
- Processes bills for payment, including matching purchase orders with invoice.
- Assists with maintaining permanent department records.
- Receives and keeps records of payments and receipts of special billings, licenses, and permits.
- Process applications, hold harmless forms, and issues permits and licenses.
- Update monthly financial statements.
- Reconcile monthly credit card statements.
- Assists with processing bi-weekly payroll.
- Provides the first point of contact and daily customer service for the City Manager’s Office.

Additional administrative duties may include the following:

- scheduling meetings,
- managing Department staff calendars;
- taking, transcribing and recording minutes;
- preparing meeting agendas;
- processing incoming and outgoing mail;
- gathering information and data for the Department;
- preparing monthly status reports;
- ordering supplies,
- Operates computer and other office equipment necessary to perform required work, including word processing, photocopying and calculator.
REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

• Proficiency in using computer systems, web site entries, and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.
• Extensive knowledge of and experience with Microsoft Word, Outlook, and Excel are required.
• The ability to learn and use proficiently within 6 months; Microsoft PowerPoint and Access, Adobe Acrobat, ESRI ArcReader, and City Municipal Permitting and Financial Software Applications.
• Ability to effectively communicate in English with citizens and employees by telephone or face to face.
• Ability to read, speak, write and understand English. Skilled in written and spoken communication of administrative and technical data with strong grammar/spelling knowledge sufficient to screen own work as well as that of others.
• Strong communication skills, both oral and written, with sufficient command of English to effectively compose and edit documents is important; as is the ability to review technical documents, interpret and organize data and information.
• Excellent coordination and people skills, including the ability to establish and maintain good working and interpersonal relationships with the general public, management, City staff, members of boards and commissions, elected officials, leadership of other government agencies, as well as with other private and public organizations.
• Ability to read and understand instructions, reports, strategic planning documents, correspondence, trade journals and policies at a college level.
• Ability to perform general math calculations finding increases/decreases, calculating percentages, basic math and creating charts at a college level.
• Ability to operate telephone, computer keyboard, calculator, typewriter, photocopier and similar electronic and manual office machines. Skilled in entering, organizing and retrieving data using computerized spreadsheets and databases, in preparing reports, presentations and correspondence using word processing and other software, use of the internet for research, communication and data exchange.
• Ability to operate keyboard at 60 words per minute minimum.
• Ability to sit for long periods of time for typing and computer work.
• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
• Ability to readily develop an understanding of organizational functions, policies, and procedures as prescribed by management.
• Ability to make minor decisions in accordance with established laws, rules and regulations.
• Ability to maintain clerical records and prepare accurate reports as required.
• Ability to prepare effective correspondence on routine matters and perform some office management duties without supervision.
• Good telephone skills and presence.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
• Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, Boards and the general public via telephone, in written form or face-to-face.
• Ability to operate computer keyboard, calculator, telephone, typewriter, photocopier and similar electronic and manual office machines.
• Ability to sit for long periods of time for typing and computer work.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
## Qualifications

List the minimum requirements to be considered for this position:

- High school diploma is required; a
- Two-year degree in an business or accounting related field is preferred.
- Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted.

## Working Conditions

List working conditions for this position:

- General Physical Characteristics: The work is primarily sedentary, involving sitting 95% of the time, standing and walking 5% of the time.
- Vision Requirements: The standard for use with those whose work deals with preparing and analyzing data and figures, extensive reading, and the use of a computer terminal.
- Required Physical Activities: Hearing, talking, finger dexterity, and repetitive motions.
- Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions.

## Required Background Checks

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical