JOB DESCRIPTION

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>Community Development</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Community Development Director</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>12/06/2012</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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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 Planning and Development Director. This employee maintains records, answers telephones, processes mail, provides customer assistance, and researches information. Additionally, this employee provides information to the public; manages the planning process, 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 Director 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:

- scheduling meetings,
- managing Director’s calendar;
- taking, transcribing and recording minutes;
- preparing meeting agendas;
- processing incoming and outgoing mail;
- drafting letters and memoranda;
- maintaining a follow-up system;
- gathering information and data for the Department;
- preparing monthly status reports;
- updating monthly financial statements;
- Processing invoices,
- ordering supplies,
- reconciling monthly credit card statements;
- managing, updating, and tracking business contracts;
- Providing assistance with budget preparation.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

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

- Coordinates the records management effort within the Department; assists Department with preparation of the Department monthly and annual report; special projects and activities; grant applications. Responds to customer requests for information and assists the Director with follow up on work assignments.
- Provides administrative and secretarial support to the Planning and Zoning Commission and the Zoning Board of Adjustment; provides assistance to other citizen boards and committees as assigned, including; scheduling meetings, preparing agendas, assembling and distributing packets, drafting and submitting public notices for the
newspaper, preparing legal posting of properties, drafting legislation for review by the Director, recording meetings and transcribing minutes.

- Assists the Director with the tracking and monitoring of stipulations in development agreements; requirements for various development projects, and the status of development projects.
- Maintains a bookkeeping system for various transactions of the Department; keeps personnel records, prepares payroll and compiles various reports on the activities of employees as requested by Director.
- Performs general financial administration for the entire Department by reconciling Department staff monthly credit card and petty cash spending, monitoring Department Expenditure rates, and handling subscriptions and professional association renewals.
- Provides administrative support, when appropriate, to the Building and Engineering Department’s Administrative Assistant by greeting customers at the front counter; responding to telephone and customer walk-in inquiries and accepting applications. Crossed trained to complete tasks performed by Engineering and Building Department Administrative Assistance on a limited basis and when appropriate.
- Provides notary public services for the department.
- Performs other related work as assigned.

**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 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.
- 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.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- The ability to sit for long periods of time for typing and computer work.
- 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.
- Ability to understand and implement oral and written instructions.
- Good telephone skills and presence
**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma is required; a two-year degree or valid certificate in Business Administration is preferred.
- 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.
- Four-years of experience in a similar role in a technical environment with exposure to the public would be advantageous.
- 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