



Job Description

Updated: April 2019

Job Title: Administrative Assistant

Salary Range: \$42,339 - \$64,635 (Starting salary DOQ)

Reports To: City Clerk

Overall Objective:

This is a responsible administrative support position involving moderately complex work problems and situations for the various departments of the City. Support functions require writing, reporting, and strong communication skills. This position requires a high level of customer service skills, interacting with the public and other employees to achieve the essential functions of the job. Provide quality customer service to the City Council, staff, and the public. Provide administrative support to the Department Directors, which may involve scheduling meetings, scheduling travel, note taking at meetings, preparing materials, assisting visitors/meeting attendees, and other various tasks. Provides administrative support in all aspects of the City office.

Supervisory Responsibility: This job has no direct supervisory responsibilities.

Essential Duties

- Perform a wide variety of complex, responsible, administrative and confidential duties for City Council, Department Directors, and other staff. Make travel arrangements, maintain appointment schedules and calendars and arrange meetings and conferences.
- Coordinates incoming correspondence, visitors and telephone calls.
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project.
- Assists with AP/AR and other minor financial activities.
- Exercises considerable judgment in disseminating information, making referrals to the appropriate authority and initiating and composing correspondence.
- Provides information to the public and staff regarding City operations and established administrative policies and procedures.
- Researches inquiries from staff and the public and compiles information for inclusion in various reports.
- Receives and processes payments
- Ordering supplies and maintaining office machines and other aspects of the office.
- Perform related duties as assigned.

The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment connected to the position.

Required Knowledge and Skills

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of:

- Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business-related computer software applications
- Dictation and transcription
- Correct English usage, spelling, grammar, and punctuation
- Basic financial and accounting principals
- Modern office methods, procedures, secretarial practices, and business correspondence
- Filing systems and complex record keeping methods
- Modern office equipment and personal computers
- Appropriate safety precautions and procedures
- Organization, procedures and operating details of the City department to which assigned
- City government organization, functions, policies, rules and regulations

Skilled at:

- Performing complex secretarial, clerical and administrative detail work involving independent judgment requiring thorough knowledge of city and department functions and municipal policies
- Taking responsibility and use good judgment in the application of authority
- Communicating clearly and concisely, both orally and in writing
- Reading and interpreting rules, and policies and apply them with good judgment in a variety of procedural situations
- Creating clear and comprehensive reports, letters, and memoranda and keep complex records
- Devising office procedures in response to changing organizational needs
- Interacting with the City Manager, Department Directors, public agency officials, citizens, businesses and staff in a diplomatic and professional manner
- Maintaining the confidentiality of privileged information
- Understanding and performing both oral and written instructions
- Establishing and maintaining effective relationships with those contacted within the course of work.

EXPERIENCE, EDUCATION AND TRAINING

Any combination of training and experience which would provide the knowledge and skills and abilities is qualifying.

Experience: three years of increasingly responsible office support experience, including public contact, detailed report writing, analytical skills, and the full range of technical and advanced administrative duties.

Education: Possession of an associate degree with course work in administrative assistance, office management, general business, or related field.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Physical ability to work in an office setting and operate office equipment. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear within the normal audio range with or without correction.