



Job Title: Administrative Assistant
Department: Administration
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 11/19/19 (Council Creation)

Accountability

Under the direction of the City Administrator and Assistant Administrator/Clerk-Treasurer/Budget & Human Resource Director.

Job Summary

Serves as administrative assistant to City Administrator; performs and assists with administrative work at City Hall for the offices of City Clerk, Human Resources and Finance; assists the utility office with customer service, billing, and posting.

Essential Job Functions

City Administrator - filing; draft correspondence; generate documents via dictation; special project support; compile and summarize data using spreadsheets and graphs; set up meetings; maintain calendar; utility office - process payments and receipts; bill preparation; customer service walk-in and phone inquiries; City Hall - daily mail pick-up and sort; daily bank run; manage meeting room and vehicle calendar; claim filing; records research; general filing; social media entry; order and distribute office supplies; meeting preparation, attendance, and recording minutes; assist with personnel recruitment, benefits, records management and retention; data entry; mail preparation; maintain and update information by hand or via data entry in various manual and computerized files, records and logs; purge files and prepare for document imaging; organize files and retrieve data; works under the direction of multiple supervisors; regular and reliable attendance; other duties as assigned.

Knowledge, Abilities and Skills

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public; knowledge and proficiency in Microsoft Office; ability to: operate a computer, typewriter, calculator, base radio, cash register, fax and copy machine; stand and/or sit for extended periods of time.

Education and Experience

Graduation from high school or equivalent; one year of experience with various computer programs and functions; one year experience in bookkeeping, accounting or general office work; or any equivalent combination of experience or training.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*