



Job Title: Administrative Assistant
Department: Administration
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability

Under the direction of the City Administrator and City Clerk / Human Resource Director respectively.

Job Summary

Primarily serves as the administrative assistant of the City Administrator and City Clerk/Human Resource Director completing administrative tasks as directed. Secondly, assists the utility office with customer service related to collection of payments, initiating/closing services, and general inquiries.

Essential Job Functions

Assists the Office of the City Administrator with the following: Managing and maintaining calendar; preparing draft correspondence; LB840 & CRA meeting preparation and associated documents; collecting Department Head reports and compiling into bi-weekly report; maintaining data and information in various manual and computerized files, records, and logs; mail preparation, general filing, organization, research, records retention, data entry & summarization, and special project support as needed.

Assists the Office of the City Clerk / HR Director with the following: Serves as Deputy Clerk and assumes functions of the Office in their absence; City boards/commission roster tracking as well as meetings notices, preparation, and recording minutes when needed; City website updates; personnel recruitment, onboarding, and outboarding; organizing and executing of the employee social fund, annual employee awards banquet, and other employee team-building events; general filing, organization, research, records retention, data entry & summarization, and special project support as needed.

Serves as the City Hall lead for the following: General customer service walk-in and phone inquiries; establishing and maintaining the City's social media presence and channels, in coordination with Department Heads and Administration; representative on the City Safety Committee; tracking of office inventory, placing orders, and distribution of supplies.

Additional Duties and Responsibilities

Assists with the processing of payments, bill preparation, and acceptance of service applications for the utility billing office. May assist other departments with administrative tasks as directed.

Knowledge, Abilities and Skills

Advanced knowledge of the expectations of administrative support and records management. Exceptional customer service, interpersonal, adaptability, attention to detail, promptness to deadlines, and multi-tasking abilities. Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public. Proficiency in Microsoft Office as well as effective management of social media channels and website management. Ability to sit and/or stand for long periods of time; visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen; operate basic office machines, such as a copy machine, computer, typewriter, calculator, cash register, fax machine; keep confidential information confidential; work independently; take minutes; interpret and convey HR policies and procedures; attend meetings during the evenings as needed; and ability to type at a rate of 60 wpm.

Education and Experience

Graduation from High School or equivalent; Associate's degree in a business-related discipline or two (2) years of experience in a similar role or general office work is desired; at least one (1) year of experience with social media, marketing, and various computer programs and functions including Microsoft Office products is preferred; OR any equivalent combination of experience or training deemed to be sufficient for the position.

Special Requirements

Registration as a Nebraska notary public within the first six (6) months from hire date.

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.

Job Description Revision Approved:


City Administrator

11/6/24
Date