



Position Description

Job Title	Administrative Assistant
Department	Mayor and City Administrator
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position serves as an administrative assistant to the Mayor and City Administrator and provides overall administrative support for the office. This includes scheduling meetings and appointments, working with council members and preparing documents and correspondence. In addition, the position provides support for the Communications and Engagement Division of the Mayor/City Administrator's office by assisting with planning and preparation for events and outreach.

Supervision

Received	Communications and Engagement Manager
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Generates Common Council Agenda and Information Technology Board Agenda and minutes.
2. Performs general office support functions; greets visitors; provides customer service; answers emails and phones; routes calls;
3. Prepares letters, correspondence and other documents as requested.
4. Handles and/or directs complaints from the public and co-workers
5. Assists with special events and preparation of communication materials as assigned
6. Maintains calendars for the Mayor and City Administrator and schedules appointments, conferences, and events.
7. Assists the Mayor with Board and Commission Appointments

- 8. Creates Annual and Weekly meeting lists
- 9. Process accounts payable and accounts receivable and travel receipts for Mayor, City Administrator and Information Technology Departments.

Other Job Functions

- 10. Performs related duties as assigned.

Requirements of Work

Graduation from high school and at least five years of experience in an office environment, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • General office procedures • Business English, including grammar, punctuation, and format. • The use of computers and standard office equipment.
Ability to	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with City officials, employees and the public. • Organize and prioritize workload • Work independently with minimal supervision • Maintain confidentiality
Skill in	<ul style="list-style-type: none"> • Oral, written, and electronic communications. • Attention to detail • Dealing courteously and professionally with others

Necessary Special Requirements

None

Physical Demands

The physical demands described here 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 functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.