

ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER - CONFIDENTIAL

GENERAL PURPOSE

Performs a variety professional and para-professional administrative assignments in keeping official records and providing administrative support to the City Manager and staff, and assisting in the administration of the standard operating policies and procedures of the department.

This position is designated as a confidential classification and is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas, and performs other job related assignments as required.

REPORTS TO:

City Manager

SUPERVISES

May provide lead direction to para-professional, technical, clerical staff or interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Utilizing independent judgment, performs routine and complex clerical and administrative support to the City Manager and staff. Answers telephones, provides clerical support, receives the public, and provides customer assistance.

Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials, equipment, and supplies.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares confidential and special reports for the City Manager, City Council and staff.

May be required to attend regular and special City Council meetings; record accurately the proceedings; prepare the minutes, and distribute information as requested.

Prepares and distributes agendas, materials, minutes and records of meetings.

Prepares meeting agendas, assists in advertising for meetings, bid and other advertisements, legal notices of public hearings and special meetings.

Prepares reports for City Council meetings as directed.

Provides organizational assistance to supervisor in assembling meeting materials, preparing agendas, and recording minutes for various meetings.

Prepares drafts of proclamations and commendations as required.

Inputs data to standard office and department forms and compiles data for various reports.

Plans conferences and training sessions. Coordinates travel plans for staff.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Schedules appointments, and performs other administrative and clerical duties.

PERIPHERAL DUTIES

Serves as backup cashier including receipting of payments and various other payments.

Issues routine non-technical permits.

Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping
and

Four (4) years of increasingly responsible related administrative or secretarial experience
Experience in a municipal setting is highly recommended.

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and office software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED

Multi-line phone; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

The selection process will consist of both written examination and oral interviews

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.