



POSITION DESCRIPTION

Position:	Administrative Assistant
Supervised By:	City Manager
Supervises:	None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.
FLSA Status:	Non-Exempt
Status:	Full Time, At-Will

General Summary

Provides a variety of routine and complex clerical, administrative, and technical work under the direction and supervision of the City Manager. Responsible for processing payables and receivables. Assists the with tasks associated with elections, State reports, utilities, boards, projects, and events, as assigned. The successful candidate is interested in growth and professional development related to the provision of City programs and services.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Support accounts payable process by reviewing workflow system, handling invoices, reconciling construction pay estimates, preparing warrant for Council packet, and issuing approved payments.
2. Create invoices through accounts receivable software and tracking for timely payment.
3. Assist with financial transactions, reports, grants, and purchasing policies and procedures, as assigned.
4. Perform clerical and administrative work, including answering phones, receiving public inquiries, answering and directing questions, and providing customer assistance.
5. Assist the Department of Public Works in the preparation of required State reports; drafting of memorandums and reports to management, Council, and other agencies regarding operations and projects; maintaining and updating asset management plans; procurement of goods and services; and tracking purchase requests and payments.
6. Prepare drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, notices, flyers, brochures, newsletters, etc. as assigned.
7. Prepare and assist with a variety of studies, reports, memoranda, and related information for decision-making purposes; conduct research, analysis, and prepare recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
8. Assists in the planning and coordination of community promotion events.
9. Provides support and assistance with other municipal office operations, including utility billing, voter rolls, processing tax and other payments, and cemetery transactions, as assigned.

Required Minimum Qualifications

The successful candidate will have the following minimum education and experience.

1. A high school diploma is required. Graduation from a college or university with an associate's degree in finance, business, or a related field is preferred.

2. One (1) to three (3) years of related experience. Experience in a government setting is preferred.

Necessary Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Working knowledge of the bookkeeping principles, practices, and procedures.
2. Proficient computer skills, including computerized accounting systems (BS&A preferred) and Microsoft Office applications.
3. Strong written and verbal communication skills.
4. Careful attention to detail.
5. Ability to respect others and work effectively with the public and with other employees.
6. Demonstrated ability to provide a high level of service to customers, co-workers, and elected officials.
7. A desire to seek professional development and growth opportunities.

Physical Demands and Work Environment

The physical demands and work environment 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, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. 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.

While performing the duties of this job, the employee regularly works in a normal office setting with a controlled climate. The noise level in the work environment is usually quiet to moderate.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.

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