

JOB TITLE: ADMINISTRATIVE ASSISTANT (Hourly: Non-exempt)

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 DUTIES AND RESPONSIBILITIES: 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.

SKILLS/ABILITIES: 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.

TRAINING 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.

Created: 11-2019