



Administrative Assistant

Full-Time, All Departments, Grade 9

JOB SUMMARY

Provides administrative support to the operations of the respective department

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Processes time and attendance and related documents/forms.
- Maintains vendor ledger; post invoices to appropriate vendor.
- Maintains department budgets; post all invoices to the appropriate account funds; ensures purchases are within budgeted amounts.
- Maintains personnel files for department personnel.
- Maintains various department and vendor files, and equipment inventory lists.
- Notarizes documents
- Sorts and distributes incoming mail.
- Prepares and maintains check requests, purchase orders for invoices and the purchase of supplies and equipment.
- Generates departmental work order requests.
- Maintains office, janitorial and safety supply inventory.
- Assists customers/team members with the resolution of issues (i.e., billing problems, service issues)
- Balances and reconciles related accounts
- Completes and maintains a variety of reports and other documents.
- Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES

City Manager's Office:

- Responds to and processes Open Records requests.
- Must be knowledgeable of, and adhere to, Open Meetings law.
- Attends City Commission workshop meetings; prepares minutes for the City Commission and City Manager's review.
- Processes request for travel and travel expense reports for City employees.
- Provides support to the Executive Secretary for the City Manager's Office.
- Some work in evenings or outside regular hours may be required.
- Maintains files and records management system according to retention guidelines.

Code Enforcement:

- Assists the code enforcement officers with written correspondence regarding warnings for code violations.
- Manages and tracks all code warnings and citations issued to ensure proper follow up.
- Attends court with code enforcement officers on the second Thursdays of the month.
- Assists with research to locate current property owners that are to be issued warnings and/or citations.

Fleet Maintenance:

- Prepares bi-weekly billing for city-wide fuel purchases and fuel usage reports.
- Prepares bi-weekly Fleet Maintenance billing and related monthly reports.

- Manages city-wide fuel card accounts.
- Prepares requisitions for blanket purchase orders and bulk fuel purchases.
- Prepares deposits from oil recycling or scrap metal sales.

Public Works:

- Maintains vehicle maintenance records and fuel reports.
- Schedules the rental of park pavilions; receives rental fees.

Water Distribution:

- Processes monthly invoices for hydrant meters.
- Creates service orders.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office principles and practices.
- Knowledge of computers and job-related software programs, including Microsoft Office
- Knowledge of City payroll processes.
- Knowledge of departmental and City policies and procedures.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Skill in public and interpersonal relations.
- Skill in planning, prioritizing and organizing workflow and related correspondence.
- Skill in the use of office equipment including telephone, two-way radio, scanner, fax machine, copier.

SUPERVISORY CONTROLS

The Supervisor assigns work in terms of general instructions and will spot-check completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures and City policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position; therefore, multi-tasking is a priority. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other City employees, vendors, and members of the general public.
- Contacts are typically to provide support or services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position a minimum of two years.