

Title:

Administrative Assistant to the City Manager

Job Purpose:

Under general administrative direction, provides administrative and operational support to the City Manager, and City staff as it relates to the day-to-day operations of the organization. This position is responsible for routine-to-moderately complex clerical work to help ensure efficient and effective administrative operations. The job will have three other areas of focus: (1) Liaison with a contracted accounting firm and City staff (2) Accounts payable and other various financial responsibilities. (2) Payroll Clerk Duties

Classification:

Exempt Overtime (Salary)

Compensation:

See Salary and Compensation Plan for Non-Elected Offices & Employees of the City

Reports to:

City Manager

Supervisory Responsibilities:

None

Required Education, Experience & Certifications:

1. High School Diploma or General Education Development (GED) certificate.
2. Five years experience in related fields (preferably in municipal government)
3. Must possess a valid vehicle operator's license and maintain a valid vehicle operator's license.

Preferred Education, Experience & Certifications:

4. Associates degree or higher in Accounting, Public Administration, Business Administration, Liberal Arts, or Law.
5. A project management professional certification.

NOTE: *Any combination of demonstrated experience and training that would likely provide the required knowledge and abilities will be considered.*

Essential Functions:

1. Prepares, edits, and proofs correspondence for both internal and external distribution on behalf of the City Manager; creates presentation material as required using print, software, and other media for use at Council Meetings, community meetings, and internal staff meetings.
2. Composes correspondence from draft or oral instruction and creates documents free of grammar, spelling, and punctuation errors; collects and prepares information for department reports; works closely with department heads/department liaisons to ensure documentation needing approval from the City Manager is properly routed and completed.
3. Assist in the development, and monitoring of the City budget to ensure funds are allocated/expensed, rectifies shortfalls and amendments; formulates and analyzes financial statements and reports; forecasts trends; evaluates fiscal policies and procedures; transfers funds between operating fund accounts as needed; generates budget reports that reflect all fund accounts; and maintains accurate records.
4. Processes documentation pertaining to budget or general financial management; reviews invoices for accuracy, matches with purchase orders; enters budget data into computer; assists with budget preparation; provides budgetary input and assists in forecasting revenues/expenditures; reviews monthly budget analysis reports; monitors expenditures to ensure compliance with approved budget; processes budget transfers as needed; reconciles payable records with contracted accounting firm records; reconciles credit card purchases and coordinates approved purchasing activities
5. Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.

6. Managing compensation packages using payroll software, collecting and verifying timekeeping information for all employees calculating pay according to hours worked incorporating leaves and overtime.
7. Deal with complaints and questions regarding payroll from employees and upper management, investigate and resolve any discrepancies in payroll
8. Prepare and submit reports with payroll information to City Manager
9. Coordinates arrangements for various meetings; notifies participants of scheduled meetings; prepares meeting notices, agendas, and meeting packets; coordinates room reservations, setup, refreshments, and equipment required for meetings; attends meetings; records and/or transcribes meeting notes/minutes; distributes documentation; maintains records.
10. Processes a variety of documentation associated with City operations within designated timeframes enters data into computer systems; logs, tracks, or maintains records regarding office activities; compiles data for further processing or for use in preparation of reports; files, maintains, and stores hardcopy and electronic records.
11. Maintains file system of various files/records for City; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.
12. Attends City Council Meetings, Work Sessions and other City-related meetings as required.
13. Conducts customer service functions in person, by telephone, and by mail or electronic mail, provides information/assistance regarding City services, procedures, fees, or other issues; responds to routine questions or complaints; research problems/complaints and initiates problem resolution.
14. Conducts research of department files, database records, hardcopy materials, Internet sites, or other sources as needed.
15. Maintains strict confidentiality and conducts business in a mature and professional manner in all correspondence and communications.
16. Management of Projects as assigned by the City Manager
17. May be required to work nights and evenings based upon business needs.

Non-essential Functions:

None

Knowledge, Skills and Abilities:

1. Knowledge of planning, coordination, and execution of business functions, and public services delivery.
2. Ability to diplomatically field telephonic or in-person inquiries for the City Manager and redirect to City staff able to handle the situation.
3. When performing work is thorough and conscientious about attending to detail and confidentiality.
4. Ability to identify and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts, and disagreements in a positive and constructive manner to minimize negative impact.
5. Ability to grasp the essence of new information; master new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge. Able to adjust rapidly to new situations warranting attention and resolution.
6. Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
7. Works with citizens and customers (*that is, any individuals who use or receive the services or products that the City produces, including the public, individuals who work in the City, other agencies, or organizations outside the City*) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; is committed to providing quality products and services.
8. Ability to exercise good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.
9. Ability to maintain high standards of ethical conduct and understands the impact of violating these standards on the City, self, and others; chooses an ethical course of action; is trustworthy.

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10. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.
11. Ability to be sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.
12. Knowledge of computer desktops, laptops, and operating systems and their applications.
13. Knowledge of planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.
14. Knowledge the City's mission and functions.
15. Ability to understand and interpret written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
16. Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.
17. Demonstrates belief in own abilities and ideas; is self-motivated and results oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
18. Uses efficient and cost-effective approaches to integrate technology into the workplace and improve effectiveness.

Mental, Physical & Environmental Demands:

The following is a summarized description of the major **mental demands** involved in performing this job: Work is from steady to peak loads. Frequently uses reasoning and logic to make sound decisions. Frequently communicates effectively both orally and in writing. Frequently remains poised under all circumstances and interacts effectively with people in a positive manner. Frequently addresses multiple complex problems. Frequently needs to multitask without loss of efficiency or accuracy. Frequently performs work with distractions and/or interruptions. Frequently works as an integral part of a team. Shall maintain regular attendance and be punctual. Frequently is required to complete assigned tasks without direct supervision. Frequently must exercise flexibility to decision making. Shall maintain socially appropriate behavior. Must continually be aware of hazards and take appropriate precautions. Occasionally deal with people under adverse circumstances and tolerate verbal abuse from others. (Especially the public)

The following is a description of the major **physical demands** involved in performing this job: Frequently maintain balance to prevent falling while walking, standing, or crouching. Frequently work primarily with fingers and whole hand. Occasionally bend legs at knees to come to a rest on knee or knees. Occasionally raise objects weighing 10 pounds or less from a lower to a higher position or moving objects horizontally from position-to position. Frequently needs near visual acuity sufficient to effectively operate office equipment including copier, computer, etc. Frequently needs distant visual acuity sufficient to operate a motorized passenger vehicle. Frequently needs to hear sufficiently to hold a conversation with other individuals both in person and over a telephone. Frequently needs speaking ability sufficient to communicate effectively with other individuals in person and over a telephone. Frequently alternates between sitting and standing with the flexibility to choose between sitting or standing. Frequently bends body downward and forward by bending spine at the waist, requires full motion of the lower extremities and back muscles. Frequently moves about on foot to accomplish tasks, particularly for short distances or moving from one work site to another. Frequently enters text or data into a computer or other machine by means of a traditional keyboard or 10-key numeric keypad.

The following is a description of the major **environmental demands** involved in performing this job: Location of work occurs frequently in a climate-controlled workplace that is air-conditioned in the summer and heated in the winter. Occasionally work may be done outdoors, and you may be exposed to all sorts of weather conditions including rain, sun, sleet, and snow. Location of work frequently occurs in an environment with moderate noise levels (e.g., phones, faxes, photocopiers). Occasionally work occurs in an environment with a loud noise level (e.g., drills, saws, sanders) or other machines (e.g., generators, heavy machinery). Occasionally you might you have to shout to co-workers over the noise or wear ear plugs.

Frequently this job will be performed in an area that has florescent lighting. Occasionally your job may require that you work in low or dim lighting conditions. This job is frequently sedentary to occasionally moderate physical activity. Occasionally the job requires combination of sitting, walking, and standing. The job will frequently require you to wear business-casual clothing, occasionally wear formal business clothing and personal protective equipment. Frequently the work environments are structured and predictable.

Position Type, Work Hours & Call Back:

1. Full Time
2. The hours of work will vary slightly but normally fall between 8am and 4pm.

Travel Requirements:

1. Travel is expected to be less than 20 percent for travel and out of area training.

Disclaimers:

1. The functions listed above are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the job if the work is similar, related or logical assignment.
2. This position is at-will, and nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration.
3. The city is an equal opportunity employer. It is the city's policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. To request an accommodation, contact the City Clerk.
5. This job description is subject to change by the employer as the need of the employer and requirements of the job change.

Acknowledgement:

1. I have read and understand the job description above.
2. I understand that, with proper training and supervision, I will be required to perform all the essential functions of the job unassisted and without delay.

Supervisor

Employee

Date

Date