



West Bountiful

Job Description

Title:	Administrative Assistant	Code:	Part-time
Division:	Administration	Effective Date:	2026
Department:	Administration	Last Revised:	

GENERAL PURPOSE

Part-time position. Performs a variety of **administrative and clerical duties** such as answering phone calls and attending to the city's front desk; provides administrative support as needed in the areas of community development, business licensing, city events, and communication.

SUPERVISION RECEIVED

Works under the general supervision of the City Recorder.

SUPERVISION EXERCISED

Assists with the coordination of volunteers.

ESSENTIAL FUNCTIONS

Opens and prepares the city office for daily operations.

Provides professional and courteous customer service to residents, businesses, visitors and other members of the public.

Assist the public at the front desk and over the phone, including taking various types of payments.

Assist in general land use applicant processes, including responding to public inquiries about regulations and applications.

Assist with the administration of code enforcement, including communications and compliance progress.

Assist with city record management, including compiling responses to record requests. Assists in preparing agendas and supporting document packets for meetings. May be asked to take minutes at various meetings.

Provide support for volunteer activities and committees, such as Youth City Council events.

Assist with the preparation and distribution of the city newsletter.

Assist with maintaining and updating city social media and other public communications.

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

Assists with the copying and scanning of financial and all other documents.

Performs other administrative and clerical duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school,
- AND
- B. One (1) year of progressively responsible experience directly related to above duties.
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Basic knowledge of the principles and practices of public administration operations, organization, and work processes; specialized knowledge of communicating with the public and customer service; clerical and administrative tasks such as scanning and copying; personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry onto custom databases; sufficient math skills to receive payments; requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence; well-developed human relations skill to work cooperatively with diverse teams, exercise patience when dealing with internal and external customers and convey administrative concepts.

Skill in teamwork and cooperative problem solving; leadership and organizational management; establishing and maintaining effective working relationships with State, Federal and other local authorities or agencies and the public.

Ability to communicate clearly, professionally, and respectfully, both orally and in writing, with residents, businesses, city employees and elected officials; provide effective and responsive customer server while maintaining professionalism and patience when addressing questions, concerns or difficult situations; listen carefully, understand residents' needs and provide accurate information; appropriately refer matters to applicable staff members; perform multiple administrative functions while maintaining accuracy and attention to detail; operate computers and office equipment, and applicable software systems necessary to perform assigned duties; follow established policies, procedures and applicable laws and regulations.

3. Work Environment:

Typical office setting with typical climate controls. Task require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)