

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

January 2023

Department: Executive

Status: Part Time

Reports To: City Manager

Subject to Drug Testing: No

Positions Supervised: None

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees in this position. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SUMMARY

The Administrative Assistant is responsible for providing administrative assistance to the City Manager, City Code Enforcement Officer, Utility Superintendent, and the Civil City Superintendent. This key position performs assigned tasks in a highly sensitive and rapidly changing environment. The person performs diverse, and confidential administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs and participates in implementing the department's records management procedures in accordance with the requirements of the City's records management program. Responds to and resolves difficult and sensitive complaints and inquiries; provides general and specialized information and assistance within area of assignment that may require the use of judgment, and tact. Explains programs, policies, and activities related to specific program area of assignment; prepares forms, writes reports, makes recommendations and reviews with City Manager as appropriate; refers matters to appropriate City staff. Provides administrative and analytical support to the City Manager, Code Enforcement Officer, Building Department, Utility Superintendent, and Civil City Superintendent. Ensures materials and permits are accurate and complete; proofreads materials for accuracy, completeness, and compliance with City standards, policies and procedures.

QUALIFICATIONS

The qualifications are representative of the knowledge, skill and/or ability needed. A successful employee must have good written and verbal communication skills, time management skills, organizational skills, the ability to multi-task, working knowledge of modern office technology, and computer software programs.

The following are requirements:

High School Diploma or equivalent education. One year experience with Microsoft Word and Excel. Must be at least 18 years of age.

The following are preferences:

An Associate degree in a related field, office experience, ability to understand construction plans, engineering plans, building plans, and land plats. Experience with Microsoft Outlook, working knowledge of practices in government, and general work order processes. State of Indiana Notary.

KNOWLEDGE AND ABILITIES

Good written and verbal communication skills are essential

Working knowledge of accounting principles and practices in governmental and/or utility offices, as well as the ability to perform arithmetic computations accurately and quickly is desired

Working knowledge of modern office technology and the ability to work with computer software programs related to accounting is essential.

Strong time management skills as well as the ability to multi-task in a busy work environment

State of Indiana Notary is preferred

PHYSICAL REQUIREMENTS

The physical activity expected in this position is standing, walking, bending, sitting, stooping, and crouching. Perform repetitive movements such as writing, typing. Must be physically, mentally, and psychologically able to perform all required duties. Position requires finger and limb dexterity. Reasonable accommodations may be able to be made to enable individuals with disabilities to perform these job functions.

WORK ENVIROMENT

Work is performed in a busy office setting with multiple interactions with co-workers and the general public.

Employee

Date

Supervisor

Date