
JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER
DIVISION: ADMINISTRATION
DEPARTMENT: CITY MANAGER'S OFFICE CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: X PART TIME: _____ SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: Provides secretarial/clerical support for City administration functions primarily serving the City Manager's office.

Supervision Received: Work is performed under the general direction of the City Manager.

Supervision Exercised: None.

Examples of Duties: Accurately types and proofreads letters, payment authorizations, memorandums, reports and other documents within deadlines prescribed. Opens, stamps and accurately distributes mail for Administrative Divisions on a daily basis upon receipt. Courteously receives and routes visitors and telephone calls for Administrative Divisions and other Departments consistently using standard greeting and procedure as outlined by supervisor. Receives and/or effectively resolves citizen concerns/requests for action; effectively explains City and Departmental policies and procedures and appropriately refers matters to supervisor. Accurately maintains and indexes Administrative files and journal of newspaper clippings, resulting in ability to retrieve related documents upon request in a timely manner. Accurately maintains City Manager's calendar. Readily assists City Secretary in compilation and distribution of agenda packets for City Council and Board and Commissions, including timely and accurate posting of agendas, without prompting. Fully assumes these duties in absence of City Secretary. Prepares packets for Annual Council Work Session. Prepares cover for Annual Budget and assists in compiling information. Organizes and staffs a variety of special events hosted or sponsored by the City. Orders and picks up meal for City Council members before City Council meeting; cleans up after the meal. Makes travel arrangements for the City Manager. Work on special projects as directed by the City Manager.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of business English, spelling and punctuation; knowledge of modern office practices and procedures; knowledge of the City's organizational structure and management staff; knowledge of City Ordinances, policies, or procedures relevant to citizen inquiries; knowledge of municipal government organization and functions; knowledge of microcomputers and word processing software applications (Excel, Power Point and Word)

Skills: Skill to type a minimum of 65 wpm; skill to communicate in writing; skill to communicate orally; skill in proofreading materials to ensure accuracy; skill in operating word processing equipment.

Abilities: Ability to organize data; ability to develop filing systems; ability to clearly and effectively present ideas in discussions and oral presentations; ability to listen effectively; ability to work effectively without undue instruction and supervision; ability to identify what information is needed by others for effective actions; ability to ask clear questions; ability to assess how others see you; ability to promote positive response to changes in policies, procedures, practices, or schedules; ability to communicate effectively with the public; ability to establish and maintain effective working relationships. Operate automobile safely. Read and understand verbal and written job instructions and warning signs, labels and devices. Lift and carry up to 30 pounds; and push, pull, and drag up to 50 pounds. Operate personal computer, and other office machines such as calculator, Dictaphone, recorder, scales, and printer. Type forms, charts, statements, letter and various other documents as required. Search files and assemble information. Sit and stand for extended periods of time while doing word processing and filing. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel manning.

Education: High school graduate or GED. Completion of a formal secretarial training program highly desirable.

Experience: A minimum of two (2) years of progressively responsible secretarial / clerical experience.

Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Certification as a Notary Public.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.