

CITY OF HUMBOLDT JOB DESCRIPTION AND SPECIFICATIONS

Job Title:	Administrative Assistant	Incumbent:	
Department:	Administration	Reports to:	City Administrator
		FLSA Status:	Nonexempt

JOB SUMMARY

To perform a wide variety of administrative, technical office and clerical duties such as receptionist duties, word processing, spread sheet, data base work, and other general clerical duties.

REPORTING

Works under the supervision and direction of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.

Provides clerical support to City Administrator, City Clerk and Recreation Director.

Takes and transcribes minutes, prepare and distribute minutes and reports.

Receives payments and makes bank deposits.

Maintains cemetery records.

Compiles information into monthly, annual and other reports. Compiles statistical data and generates reports.

Prepares and distributes outgoing and incoming mail respectively.

Answers telephone and mobile radio base station in support capacity.

Processes and inputs payroll and accounts payable information in support capacity.

Maintains electronic communication systems, including but not limited to local access channel, electronic signs, website, and social media.

Assists with the preparation of studies, reports and related information for decision making purposes; conducts research to assist supervisor in making recommendations regarding proposals for programs, services, budget and policy making.

Assists in locating information for supervisor, department heads, other employees, consultants and the public as necessary.

Prepares newsletters, drafts, and makes copies of letters, memorandums, presentations, press releases, resolutions, ordinances, contracts, requests for proposal, administrative policies, forms and contracts as assigned.

Assists the Recreation Director with planning, implementing, and evaluating youth, adult, wellness, special events, cultural, and special population programs.

Assists in preparing promotional material, public relation activities and volunteer recruiting. Assists in scheduling programs, activities and events.

Assists in preparing flyers, announcements, informational brochures and other public information.

Interacts with the public.

SPECIFICATIONS

Skills and Abilities

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Microsoft Office expertise and extensive customer service experience is preferred. Skill in operation of listed tools and equipment. Telephone, personal computer, copy machine, fax machine, postage machine, and 10-key calculator.

Ability to perform cashier duties accurately, effectively meet and deal with the public, communicate verbally and in writing, handle stressful situations, learn clerical tasks readily, establish and maintain harmonious relationships with the general public and other employees.

Valid Iowa Driver's License, or ability to obtain one prior to employment.

Work requires coordination and implementation of assigned activities and special projects, semi-independent judgment, problem solving, and the ability to establish and maintain effective working relationships both external and internal to the City organization.

Educational Development

Graduation from high school or equivalent, supplemented with two years experience in office administration; or two-year equivalent degree in Business Administration, Accounting, or related field; or four-year equivalent degree in Public Administration, Business Administration, Accounting or related field.

Physical, Mental and Visual Effort

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Working Conditions

The noise level in the work environment is usually moderately quiet.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date