

## **CITY OF WALLER JOB DESCRIPTION**

Job Title: Administrative Assistant

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### **Non-Exempt Part Time**

Reports To: City Secretary

Department: Administration

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### **JOB SUMMARY**

Serves as assistant to the City Secretary and responsible for secretarial and administrative duties in support of the City Secretary. Primary duties include maintaining departmental files and records, processing correspondence and reports, prepare and maintain records of a variety of projects, including construction projects, grant projects and others as needed. Assist with risk management training, web site updates, records retention and all other areas as needed.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computations, report and letter preparation, and decision making within scope of responsibility.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Administrative Assistant may be asked to perform; other duties may be assigned:

#### **Clerical**

- Assist in keeping records, papers, documents and files of the City Secretary and City Council.
- Maintains files, records and reports for the City Secretary
- Responsible for correspondence, scanning and filing of that correspondence for the City Secretary and the City Council
- Provides administrative support by participating in the development of all projects and tasks for which the City Secretary is involved (i.e. construction, grants, annexations, development projects, etc.)
- Assist in providing training opportunities for Risk Management areas of the various departments.
- Assist in quarterly drug screening set-up.
- Assist in IT projects and maintenance issues.
- Assist in updating the city's website on a monthly basis.
- Assist in other Administrative Departments as assigned by the City Secretary.
- Performs all other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma.
- 2-5 year's previous administrative/clerical experience.
- Previous experience in "front-line" customer service, dealing directly with the public preferred.

## **SKILLS AND ABILITIES**

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player", industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

## **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

## **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations without aid of a calculator.

## **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

## **Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

**Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).