



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Administrative Assistant	LAST UPDATED:	03/18/2016
DEPARTMENT:	Varies according to Assignment	JOB CLASS:	
REPORTS TO:	Varies according to Assignment	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of a Senior Administrative Assistant or department head, provides the department head or supervisor administrative support including the scheduling of calendars, tracking and following up on projects, reviewing mail and referring to appropriate department head or individual to handle, organizing, coordinating and preparing for public and staff meetings, draft correspondence and resolving routine complaints and issues.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides appropriate information to the public and department heads.
- Screens and handles routine correspondence, e-mails, and calls.
- Processes departmental mail
- Processes departmental purchase order and check requests
- Conducts research activities and projects as assigned.
- Communicates with other City officials and department heads as requested by supervisor.
- Schedules supervisors calendar, organizes meetings, tracks projects, correspondence or complaints assigned to other department heads for response.
- Provides administrative support to senior staff including handling routine correspondence, scheduling of calendars, organizing meetings, and tracking their assigned projects.
- Organizes and maintains central file management database.
- Handles files, documents, retention, storage or deleting of information and records.
- Orders department supplies, equipment and furniture.
- Edits final department documents and mailings and places printing orders.
- Resolves issues with vendors and suppliers including billing issues.
- Notarizes documents for public and employees.
- Assists with preparation for public meetings including compiling the agenda, information packets, backup materials, posting of meeting notices, taking minutes and preparing official copies of minutes of public meetings.
- Files legal City documents with appropriate entities.

Other Important Duties:

- Maintains personnel records, files, timesheets, leave and payroll.
- Provides backup support for other staff as needed.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of business administration and advanced secretarial practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Knowledge of computers and related equipment, hardware and software applicable to area of assignment.
- Knowledge of research and report development of routine administrative issues including legal, financial and survey data.
- Knowledge of City management policies and procedures.
- Skill in effective oral and written communications.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Skill in prioritizing, tracking, and managing projects, assignments and duties.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Associates Degree in Business Administration, Public Administration or related field, **and** three (3) years advanced secretarial, public relations, political science, or related experience, one (1) year of which is in an administrative secretarial role; **or** equivalent combination of education and experience.
- May be required to have specialized certification depending on area of assignment.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, multi-line telephone and other standard office equipment.

Approved By:



Nell Lange, Assistant City Manager

03/18/2016

Date



Shannon Allyn, Human Resources Generalist

03/18/2016

Date