



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Administrative Assistant	LAST UPDATED:	11/14/2016
DEPARTMENT:	City Secretary's Office	JOB CLASS:	
REPORTS TO:	City Secretary	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the City Secretary, the Administrative Assistant, provides secretarial and administrative office support to a department or division director and administrative staff. Provides 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.
- Answers, screens, tracks, and handles routine correspondence, e-mails, and phone calls.
- Processes departmental, invoices, purchase orders, and check requests as well as resolving billing issues with vendors and suppliers.
- Conducts research activities and projects as assigned.
- Communicates with other City officials and department heads as requested by supervisor.
- Provides administrative support to senior staff including handling routine correspondence, scheduling of calendars, organizing meetings, and tracking assigned projects.
- Prepares agenda and documentation to conduct interdepartmental meetings and sets up meeting area as requested.
- Maintains spreadsheets to assist department staff in preparing statistical and monthly reports.
- Gathers and compiles information to clarify and assist in preparation of Council meeting minutes.
- Assists with before and after Council meeting process.
- Prepares, tracks, submits, and updates Codification of Ordinances, contracts, and lien files for department.
- Assist with annexations, notifying the correct entities of adopted changes.
- Orders department supplies, equipment, and furniture.
- Notarizes documents for public and employees.
- Process departmental mail to include sorting, date stamping, and distributing to appropriate staff.

Other Important Duties:

- Assists walk in customers with directions and information.
- May receive payments, prepare deposits, and print receipts.
- 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.
- Knowledge of City cash handling 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 specifically 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 screen, background and MVR check..
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	

Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

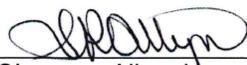
- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, multi-line telephone and other standard office equipment.

Approved By:



Jenny Page, City Secretary

11/15/16
Date



Shannon Allyn, Human Resources Generalist

11/15/2016
Date