



Department: City Manager
Prepared By: City Manager

FLSA Status: Non-Exempt
Prepared Date: Dec. 31, 2016

JOB TITLE: Administrative Assistant

SUMMARY:

Performs general advanced secretarial and clerical assistance to the City Manager's office and assists with grant and housing administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Opens and routes incoming mail.
- Composes, proofreads and types correspondence.
- Organizes, maintains file system, computer databases and other records.
- Answers and screens telephone calls.
- Prepares reports, forms and documents.
- Coordinates schedules and makes appointments.
- Greets visitors.
- Conducts research, compiles and types statistical reports.
- Coordinates and arranges meetings, prepares agendas, records and transcribes minutes of meetings.
- Makes copies of correspondence and other printed materials.
- Assists with prevailing wages requirements for City vendors.
- Assists with housing and loans for grants department.
- Coordinates janitorial, alarm, and other miscellaneous building maintenance.
- Assists with rental of City facilities.
- Prepares outgoing mail and correspondence, including email and faxes.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent from a college or technical school or a minimum of two (2) years related experience and/or training.



- Perform advanced secretarial and clerical tasks.
- Deal tactfully with the public.
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare financial records and reports.
- Prepare and maintain records, files and reports.
- Operate modern office equipment.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Operate personal computer and software programs, particularly Microsoft Outlook, Word and Excel.
- Proficient in oral and written communication.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Knowledge of advanced secretarial and clerical methods, techniques and procedures.
- Knowledge of department operations, policies and objectives of assigned programs.
- Knowledge of City departments and operations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.