

## **EMPLOYMENT POSITION DESCRIPTION**

**POSITION TITLE:** PART-TIME ADMINISTRATIVE ASSISTANT (Approximately 20 hours per week with flexible hours)

**GENERAL STATEMENT OF DUTIES:** The Administrative assistant position is a skilled administrative position requiring considerable independent judgment and initiative in the application of municipal laws, policies and regulations. The position requires an individual capable of providing support to the City Administrator in administering the day-to-day affairs of the City.

**TYPICAL EXAMPLES OF DUTIES AND RESPONSIBILITIES:** Under the supervision of the City Administrator, the Administrative Assistant competently performs the following duties:

### ***General Clerical and Office Duties***

- Provides general clerical support for the City Administrator. Keeps the day-to-day organization of the office flowing efficiently and effectively;
- Serves as the City receptionist. Greets all visitors and answers telephone calls. Assists people at the front desk. Answers questions, addresses concerns and connects people with the appropriate resource;
- Distributes mail, copies, faxes, and orders office supplies;
- Maintains professional and effective office and records management systems. Manages the City's long-term records for the storage and retrieval of correspondences, records, reports, and documents according to the State Record Retention regulations;
- Operates, maintains, and troubleshoots a wide array of office equipment including computer systems and programs, printers and scanners, copier machines, 10-key calculators, telephone and fax machines, and dictating machine;
- Prepares reports, memorandums and other general correspondence on behalf of the City;
- Creates and updates forms;
- Maintain databases;
- Monitoring office safety procedures and protocols and OSHA compliance requirements;
- Prepares and maintains position-specific procedures;
- Applies a full range of vocabulary, grammar and spelling skills in performing daily duties;

- Light housekeeping;
- Other duties and functions the City Administrator may assign and deem necessary;

***Public Relations Duties***

- Maintains and updates the city website;
- Writes, designs, publishes, and distributes the City newsletter;
- Responds to surveys, questionnaires and other requests for information relating the City;

***Code Interpretation and Compliance***

- Interprets regulations, policies and procedures in order to provide information to the public and other organizations and agencies;
- Compiles and prepares various reports for the City Administrator and City Council;

***Building and Planning Department Duties***

- Reviews applications for City building permits, planning actions, tree removals, and Special Use permits to make sure they are complete; Determines if an activity requires a permit and complies with application requirements. Answers permit questions;
- Processes permit applications, maintains logs, calculates fees, and issues permits;
- Schedules building inspections;
- Prepares reports for the State Building Codes Division;

***Business and Telecommunication License Duties***

- Administers the City's business license program, maintain business database, and enforces business license regulations;
- Administers the Telecommunication license program;

***City Council, Planning Commission, and other Committees***

- Prepares Council Chambers for Council Meetings and Workshops:
  - Post signs for agendas and sign-in sheet
  - Arrange furniture as needed in the Chambers
  - Distribute Councilors' mail;
- Attends City Council, Planning Commission and Budget Committee monthly evening meetings, records the proceedings, and prepares minutes;

### ***Accounting and Payroll***

- Maintains the City's financial records using general accounting principles methods, and practices of municipal accounting and budgeting;
- Serves as custodian of the General Ledger including monitoring and accurately preparing journal entries for the general ledger;
- Uses QuickBooks to manage all City billings and income, tracks accounts payable and receivable and prepares regular financial reports. Receives and processes payments into QuickBooks, produces and mails checks. Produces and distributes Accounts Payable and Accounts Receivables Reports;
- Answers and addresses vendor and/or staff questions about Accounts Receivables or AP checks;
- Collects fees, handles cash, counts change and writes receipts for various city services;
- Responsible for tracking, monitoring, reconciling and reporting on checking, savings, bond and LGIP accounts transactions;
- Processes payroll including making state and federal tax, health insurance and PERS retirement payments as well as tracking and reporting employee benefits;
- Segregates monthly property tax;
- Processes bank deposits;
- Preparation of 1099 tax forms;
- Responsible for quarterly intergovernmental payments and annual fund reporting;
- Track franchise fee payments to ensure proper payment;
- Processes liens requests; and
- Assists the City Administrator in providing information to the City auditors.