

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: City Manager's Office

FLSA Status: Non-exempt
Union Status: Represented
Updated: September 2016

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Performs a variety of complex and highly responsible administrative duties in support of the City Manager and city-wide activities. Responsible for the overall smooth and effective operation of administrative functions of the City Manager's office. Requires a high degree of discretion and confidentiality.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the City Manager.

SUPERVISION EXERCISED:

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, seasonal/temporary, community service, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Serves as Administrative Assistant to the City Manager. Provides administrative support to the City Clerk and the HR/Risk Manager as requested. Responsible for performing delegated administrative duties, exercising independent judgement, discretion, and confidentiality always.

Maintains City Manager's calendar and all City Manager files.

Processes paperwork, maintains and archives files, processes forms, reports, correspondence, and other documents, including confidential information, from within the city as well as outside agencies.

Prepares and/or reviews and edits a variety of correspondence, reports, ordinances, resolutions, agreements, notices, flyers, brochures, newsletters, media releases, news articles and other informational material about policies, programs, and services. Compiles information and performs minor research for various studies and reports. Requires judgment as to content, accuracy, and completeness.

Writes clear reports, assembles quality presentations and graphics and is able to present accurate information in a clear, concise and understandable manner.

Prepares agendas and reports; compiles and prepares meeting materials for distribution; prepares meeting locations; and attends meetings to take notes and compose clear, accurate, and comprehensive minutes for various committees and boards.

Provides administrative support to and coordination of various boards/committees as assigned by the City Manager, may include, but not limited to, the Chehalis Community Renaissance Team, Lodging Tax Advisory Committee, FEMA Work Group, and Sister City Committee.

Receives the public and answers questions; responds to inquiries from employees, citizens, and others, and refers, when necessary, to appropriate persons. Responds to the public in a courteous, respectful, and tactful manner.

Assists in the preparation and refinement of annual budgets for the City Manager's Office, City Council, and Tourism Fund.

Monitors revenues and expenditures to assure fiscal control and that assigned responsibilities are performed within budget; prepares vouchers for approval and payment; performs cost control activities, including tracking project costs and preparing all associated reports.

Makes recommendations regarding administrative policies, programs, services, budgets, ordinances and agreements.

Assists with and/or prepares grant applications. Monitors grant expenses and prepares grant progress reports.

Maintains proficiency in and regularly uses Eden Accounting System, MS Windows and MS Office (including, but not limited to: MS Excel, MS Word, MS PowerPoint, MS Outlook).

Creates copy and maintains assigned sections of the City's website.

Establishes and maintains effective working relationships with individuals at all levels, including public officials, co-workers, community groups, and the general public. Often works independently and with limited supervision.

Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines and develops and follows personal work plan to accomplish assignments and objectives within available resources.

Learns, evaluates and applies applicable laws, ordinances, and department rules and regulations. Follows established procedures and meets adopted standards.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

- Open Public Meeting Act
- Public Records Disclosure and Dissemination
- State of Washington Notary Public

Operates office machines/equipment as required. Maintains and orders departmental equipment and supplies.

Maintains familiarity with city's geography and landmarks in order to compile information for reports and publications, and to provide directions and offer assistance.

OTHER DUTIES:

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Serves as a Notary Public.

Coordinates use of the city's reader board signs.

Serves as Acting City Clerk as assigned.

May on occasion be required to work weekends and before or after normal working hours.

Travels within city and county, as well as out of town, which may include attending meetings, events, conferences, seminars, and training sessions.

Reviews professional literature and remains current on developments related to lodging taxes and other job-related topics.

Recommends methods to improve workflow, simplify procedures, or implement cost reductions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from an accredited high school or GED equivalent.

College level course work in accounting, business administration, finance, marketing/tourism or closely related field.

Four years of progressively responsible experience in office and administrative work.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of

appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

Certified as a Public Notary in the State of Washington.

Must successfully satisfy a background investigation.

Must be bondable.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite and other specialized software.

Office practices and procedures.

City services, policies and procedures.

Construction and form of city ordinances, resolutions, and documents.

Skilled In:

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

Organizational and administrative skills.

Ability To:

Deal tactfully and courteously with individuals of all levels and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Establish good and effective working relationships with coworkers, public officials, citizens, representatives from other agencies and community groups.

Be self-motivated, able to work independently with minimal direction, and keep deadlines.

Effectively communicate verbally and in writing in English, and to understand, follow and transmit written and oral instructions.

Perform arithmetic computations and data entry functions accurately.

Exercise independent judgement, discretion, and confidentiality at all times.

Perform the physical demands and essential duties and responsibilities described.

Desired Skills and Abilities (not required):

Associate degree in accounting, business administration, finance, marketing/tourism or closely related field.

Prior administrative experience working for or directly with a municipal government.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, and audio recording and transcription equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

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.

Work is performed almost exclusively at the City Hall in an office environment but may occasionally take place at other facilities and locations. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner).

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed.

The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
