

Job Title:	Administrative Assistant	Position Type:	Full Time / Non-Exempt
Division:	Utilities, Public Works, Inspections	Department:	Community Services

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: Provides clerical support to the Director of Community Services and performs other duties as assigned by the Director of Community Services or his designee.

Supervision Received: Work is performed under general supervision of the Director of Community Services.

Supervision Exercised: None

Examples of Duties: Receives visitors, places and receives telephone calls on building permits, service orders, platting, etc. Takes messages and responds to inquiries. Schedules appointments and maintains appointment calendar. Prepares and types building permits, correspondence, memos, letters, newsletter, reports, and service orders. Establishes and maintains files. Copies and maintains records. Obtains office supplies. Creates and maintains files relative to the responsibilities of the Director of Community Services. Gathers information for assigned areas of the Superintendent of Water/Wastewater and of the Superintendent of Streets and Parks, including streets, parks, water, wastewater, drainage and other areas as assigned. Researches and records title and ownership information. Maintains current complaint file and keeps files continuously updated. Enters data into and retrieves information from computer programs, backs up and saves data. Maintains system of regular follow up on on-going projects and enforcement actions. Prepares agenda items for City Council and the Planning and Zoning Commission. Attends and maintains the minutes of the Planning and Zoning Commission meetings. Prepares and distributes water reports and correspondence for the Community Services Director. Enters and maintains all building permits and computer records. Processes billing, budget adjustments, and payment authorizations. Fills in for other Community Service Secretary. Responsible for maintaining the Director of Community Service and the Assistant Director’s calendars/schedule. Entering information on the City Website in reference to Community Service and Development. Complete public notices in the absence of the City Secretary. Maintain and schedule park reservations. Maintains cash drawer.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of business English, spelling and punctuation; general knowledge of modern office practices and procedures; knowledge and basic operations of personal computer. Knowledge of City policies and procedures. Knowledge of operational terms and processes dealing with Utilities, Public Works and Inspections.

Skills: Skill to type a minimum of 55 wpm, skill to communicate in writing; skill to communicate orally; skill in proof reading materials to ensure accuracy; skill in operating personal computer, skill in word processing (MS Word), spread sheet preparation (Microsoft Excel) and skill in computer presentations (Microsoft PowerPoint).

Abilities: Ability to handle confidential information, ability to use basic filing systems; ability to follow average difficult oral and written directions; ability to work effectively in stressful situations; ability to identify what information is needed by others for effective actions; ability to establish and maintain effective working relationships with customers and co-workers; ability to deal with and communicate effectively with the public in person and by telephone; and ability to organize data. Behave in a manner conducive to high morale; express

enthusiasm for work assignments, environment, personnel and management. Use and maintain departmental equipment safely and properly; comprehend and apply city policies and procedures. Make decisions that conform to applicable laws, city policies, etc., without supervision. Work in confined area, remain seated for long periods of time, enter data into computer. Tolerate loud noises for prolonged periods of time from copiers, computer printer and paper shredders. Lift, carry and hold up to 30 pounds, and push and pull up to 50 pounds of office supplies and/or equipment. Ability to handle duties for the other secretary in the same office.

EDUCATION/EXPERIENCE

High school graduate or GED; college level course work in office administration preferred. Prior clerical experience is preferred.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver’s license and driving history acceptable to the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Administrative Assistant	Revised:	October 1, 2022
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