

DEFINITION

The primary function of the Administrative Assistant is to provide administrative support for City staff and the public. Under the direction of the City Manager and City Clerk, the Administrative Assistant participates in carrying out essential City responsibilities including but not limited to: serving the public at the front counter of City Hall; issuing routine permits and licenses; relaying requests for information to the appropriate parties; and attending committee/council meetings as needed.

DUTIES

- ◆ Assist City Manager and City Clerk with various administrative tasks, often of a confidential nature.
 - ◆ Provide administrative support to the City Manager and City Clerk including preparation of correspondence, reports, lists, records, public notices and other documents and arranging interviews.
 - ◆ Maintain databases for business and dog licenses; prepare annual mailings; collect funds and distribute licenses.
 - ◆ Process applications for the City's rental facilities: answer questions about rental facilities and policies, receive payments, schedule cleaning, and manage rental/event calendar.
 - ◆ Under the direction of the City Clerk, process, index, and preserve vital records including ordinances, resolutions, contracts and other legal documents in accordance with Records Retention Schedule, federal, state and local statutory requirements.
 - ◆ Staff front counter and phones at City Hall: answer questions; provide information, forms and applications; explain City policies, procedures and protocols; provide information to the public and others on matters concerning City business. .
 - ◆ Assist City Clerk with elections, including issuing nomination and campaign papers, providing information on candidate eligibility and providing information to County Elections Department.
 - ◆ Interact with elected officials, staff, other agencies and officials, and the general public to accomplish projects and duties.
 - ◆ Work with City Manager and City Clerk to assist in the preparation of agenda packets and attend council/committee meetings.
 - ◆ Other duties as assigned.
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QUALIFICATIONS

Knowledge of:

- ◆ Administrative requirements for filing, publishing and processing of various City matters.
- ◆ Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.
- ◆ Basic understanding of Fair Political Practices and Ralph M. Brown Act.
- ◆ Computer skills, Adobe Acrobat, Microsoft Word, Microsoft Excel.

And the ability to:

- ◆ Organize and maintain accurate recordkeeping and indexing systems.
- ◆ Perform word processing tasks accurately and develop and organize electronic files.
- ◆ Establish and maintain effective working relationships with other staff and members of the public.
- ◆ Communicate effectively, orally and in writing, in both technical/ non-technical terms.
- ◆ Understand and follow oral and written instructions, policies and procedures from the City Manager.
- ◆ Operate a personal computer using software applications appropriate to assigned tasks.
- ◆ Use logical thinking and creative thought processes to develop solutions following directions.
- ◆ Perform duties and responsibilities with accuracy to meet deadlines and changing priorities.
- ◆ Quickly learn and put to use new information and/or technology, skills and knowledge.
- ◆ Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- ◆ Sufficient clarity of speech and hearing or other communication capabilities, with reasonable accommodation, to enable the employee to communicate effectively;
- ◆ Sufficient powers of observation, with reasonable accommodation, to review a wide variety of materials in electronic or hard copy form;
- ◆ Sufficient manual dexterity, with reasonable accommodation, to operate a personal computer, telephone, and other related equipment;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to safely lift, move, or maneuver administrative materials and equipment to perform position duties;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to efficiently perform position duties, including motorized vehicles and equipment.