



Job Title:	Administrative Assistant
Classification:	non exempt- non classified
Schedule:	Part Time
Salary/Hourly:	Hourly
Dept:	Administration
Reports to:	Safety Service Director

Summary:

The key function of this position is to provide administrative support to the Mayor and Safety Service Director as well as other City Department heads.

Essential Duties and Responsibilities include the following:

- Organize, coordinate and perform multiple duties of a confidential nature;
- Coordinate, communicate and monitor event/meeting calendar, sets up and maintain administrative files of correspondence and records;
- Type minutes, policy procedures and other documents;
- Position supports all department heads and staff as directed by the SSD;
- Prepare presentations, spreadsheets, reports and meeting handouts;
- Produce, edit and develop communications (memorandums, letters, etc.).
- Create new presentations from draft, typing, formatting and proofreading a variety of materials for accuracy and clarity.
- Answer telephones, announce and screen calls/callers using discretion- provide requested information or refer caller to appropriate person;
- Provide back-up support for Executive Assistant and other departments under SSD;
- Must maintain confidentiality and exercise discretion; and neat personal appearance;
- and other task as assigned by the SSD or Executive Assistant

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent written and verbal communication, documentation, and organizational skills;
- Need to effectively and professionally communicate on the City of Norwood's behalf;
- Strong sense of urgency; self-directed to accomplish deadlines with little to no supervision
- Screen incoming visitors, phone calls, communication and directed to mayor and SSD for relevance, prioritization and importance. Take messages, field/answer all routine;
- Screen mail/email from outside and within organization. Review, organize and prioritize mail, faxes, e-mails, phone calls and general;
- Friendly disposition- will be dealing with community members, business leaders and staff face to face;



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- Proficient in MS Word, Excel, Outlook, Outlook Calendars, etc.

Qualification: 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.

Education/ Experience: High School Graduate or GED required; Computer skills including WORD, EXCEL, POWERPOINT; Google Docs and emerging tech.; Excellent communication and organizational skills; Previous clerical/administrative experience

Computer Skills: Understanding of technology as well as Microsoft Word, Excel, Powerpoint etc.

Supervisory Responsibilities: Has no supervisory responsibilities

Physical Demands: The physical demands described here, including regular and predictable on-site job attendance, are representative of those that must be met by and 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.

The associate must regularly lift up to 10 pounds. While performing the duties of this job, the associate is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk, see and hear.

NOTE: The duties and responsibilities listed above are representative of the duties of the position and do not include all the task that the incumbent may be required to perform. The incumbent must be able to perform all the essential duties of this job with or without reasonable accommodation.