



City of Lucas -- Job Description

Position Title: Administrative Assistant Part Time
Pay Grade: 1
Department: Administration
FLSA Status: Non-Exempt
Revised: October 7, 2019
Emergency Status: Post Impact/Recovery Assigned

Leadership

Supervisor: City Secretary
Direct Reports: None

Position purpose

Under direct supervision of the City Secretary, this position provides administrative support for the City Secretary's office coordinating activities associated with City Council and Board/Commission packet preparation and processing, provide maintenance to website information and updates, assist with overseeing public information requests, and conducts research and compiles data on various assigned projects. Performs related work as required.

Essential Functions

- Prepares and posts City Council, Board and Commission agendas, including the coordination and review of agenda back-up material, finalizing the agenda and is responsible for a quality end product. Distributes agenda materials in a timely fashion.
- Performs follow through on items acted upon by the City Council including ordinances, resolutions and advertising notices.
- Creates, posts and updates postings to the City's website.
- Maintain files and records of the City
- Types, composes, edits, or proofreads various documentation, including agenda packet materials.
- Assists with records management program, filing documents and scanning documents into Laserfiche software.
- Assists with overseeing public information requests, obtaining information and responding to information within the time allotted by the Public Information Act.
- Provides administrative support for the City Secretary's office and other departments as necessary.

Secondary Functions

- Performs all other duties as assigned.

Credentials

❖ Knowledge/Skills/Abilities

- Highly effective verbal and written communication skills including proofreading for accuracy and editing.
- Meeting deadlines and performing tasks efficiently; developing and completing assignments with minimal information.
- Project management skills necessary to effectively track progress of multiple initiatives and goals.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Proficient use of computers and various programs such as Microsoft Office 365, Laserfiche and Adobe Acrobat Pro.
- Knowledge of public records and document research practices and methods

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing and Fiscal Policies while performing purchasing and related financial tasks.

Formal Education/Certification/Licenses

- High school graduation or equivalent, with Associates degree in a relevant field of study preferred.
- Advanced course work in office administration or similar training is preferred.

❖ Prior Experience

- A minimum of three to five (3 - 5) years of responsible administrative work, including administrative staff support, with experience in a similar governmental/public sector setting preferred.
- Knowledge of using word processing software and setting work priorities.
- Any equivalent combination of education and experience, equivalence to be determined by the City.

Tools and Equipment Used

Personal Computer, telephone, fax, copier, printer, and scanner.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 normally performed in an air-conditioned office environment where the noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____