

**TITLE:** Administrative Assistant

**REPORTS TO:** City Clerk

**CLASSIFICATION:** Part Time 24 hrs./week

**HIRING SALARY RANGE:** \$21-\$24/hour

**DEPARTMENT:** Administrative Services

**JOB POSTING CLOSES:** July 30, 2025

**About the City of Ruston:** Nestled in the South Sound with stunning views of Mount Rainier and Commencement Bay, the City of Ruston is a historic, close-knit community of about 1,000 residents. Once home to the ASARCO smelter, Ruston has transformed into a vibrant area featuring mixed-use developments like the Silver Cloud Hotel and the Waterfront Market. Established in 1906, Ruston has retained its small-town charm with walkable neighborhoods connected to Point Defiance Park, Dune Peninsula, the Pearl District, and Point Ruston.

**Summary:** The Administrative Assistant will provide clerical and technical support to the City Clerk and Assistant City Clerk/Utility Clerk, City staff, and serve as the first point of contact for residents and visitors. Working conditions are primarily inside an office environment. The Administrative Assistant role is classified as a Fair Labor Standards Act (FLSA) non-exempt position. This is a part-time position Monday through Friday.

**Essential Job Functions:**

- Greet and assist visitors at the City Hall; direct them to appropriate departments or personnel.
- Answer and route incoming phone calls; respond to general inquiries regarding utilities, permitting, and other city services.
- Provide clerical and technical support to the City Clerk and Assistant City Clerk/Utility Clerk, including composing routine correspondence and proofreading documents.
- Maintain accurate records and files; assist with data entry and database management.
- Process payments and receipts; assist with daily deposit preparation.
- Ensure compliance with accessibility standards and city policies.

**City Clerk Support:**

- Assist in the preparation of official documents and set up of Council Chambers for City Council meetings.
- Prepare and distribute invoices to assist with the City's accounts payable process.
- Organize and maintain City files and ensure records are properly archived and accessible.
- Support the City's Permitting Division by creating permit files, handling correspondence, and preparing invoices for developers.
- Assist in monitoring and updating the City's website with content directed by the City Clerk or Utility Clerk.
- Perform additional duties as assigned to support the City Clerk's Office.

**Utility Clerk Support:**

- Support the Assistant City Clerk/Utility Clerk with processing incoming utility payments and service requests.
- Assist with the generation and distribution of late notices, shut-off notices, and other utility-related communications.

- Contribute to the development and distribution of the City's monthly newsletter.
- Perform other duties as assigned in support of utility billing and customer service functions.

#### **Other**

- Work within established guidelines, policies, and procedures.
- Regular and punctual attendance is an essential function.
- All other duties that may be assigned.

#### **Education and Experience**

- High school diploma or equivalent.
- One to two years of relevant administrative experience is preferred; an equivalent combination of education and experience may be considered.
- Experience working in the Public sector is desirable.

#### **Knowledge, Skills and Abilities**

- Proficiency with modern office systems and technology, including computers and related software, with the ability to stay current on evolving methods, practices, and equipment.
- Skills in using all Microsoft Office products – Word, Excel, PowerPoint, Teams, etc.
- English usage, spelling, grammar, and punctuation.
- Principles of mathematics.
- Correctly interpret and apply the policies and procedures of the function to which assigned.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative.
- Communicate effectively and clearly, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Pass a background check.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to manipulate, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, and lift objects no heavier than 20 to 25 lbs.

The noise level in the work environment is usually moderate.

*DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description.*