



Bondurant City (IA) Administrative Specialist

SALARY	\$21.52 - \$28.69 Hourly \$44,758.00 - \$59,678.00 Annually	LOCATION	USA, IA
JOB TYPE	Full time	JOB NUMBER	2025-00033
DEPARTMENT	Central Administration 621	OPENING DATE	08/08/2025
CLOSING DATE	8/22/2025 4:29 PM Central		

Job Description

To perform administrative and operational functions that support the City's Clerk and Finance Departments. Citizen facing position in the Administrative Specialist series facilitates customer/resident services.

Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Performs the operational procedures in opening and closing City Hall
2. Fields citizen/customer inquiries and manages phone traffic and general emails
3. Handles citizen complaints, requests and nuisance collection
4. Collects and posts fees and charges and miscellaneous payments
5. Maintains City Hall's vehicle fuel and building interior for tidy appearance
6. Maintains the databases and filing system
7. Prepares invoices and income offset letters
8. Draft correspondence; EMS Payments; and MWA new household bin orders
9. Processes and coordinates processing a variety of permits; manage and update spreadsheet, correspond with Assessor's office, and help answer questions
10. Maintains traffic violation records
11. Maintains calendars and sets up for various meetings
12. Processes mail, both incoming and outgoing; travel to and from post office
13. Creates and implements strategies for records storage, security, longevity, and ongoing preservation in observance of the City's records retention policy, as directed by the City Clerk
14. Assists in the preparation of reports, through research and analytics for regulatory, internal and external communications
15. Operates and balance register, reconciling deposit log and bank deposits daily
16. Backs up Utility Billing as needed
17. Performs other duties reasonably expected of an employee in this capacity

Required Knowledge, Skills, Abilities, Certifications & Experience

Required Knowledge, Skills, and Abilities:

- Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Effective business communications and correct English usage, including spelling, grammar and punctuation
- Pertinent federal, state, and local codes, laws, and regulations.
- Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
- Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
- Shall possess valid Drivers' license.

Education, Training and Experience:

Associates Degree in related field required, Bachelor's Degree preferred.

Direct experience in the field may be substituted for education in a two for one year ratio.

Supplemental Information

MINIMUM PHYSICAL AND MENTAL ABILITIES

REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires adaptability to performing a variety of duties, often changing from one task to another of a different nature without subsequent loss of efficiency or composure. Lifts and carries objects weighing up to 20 lbs. on a regular basis. On occasion may be required to lift 25 - 40 lb. bags. Pushes and pulls objects weighing up to 15 lbs. on a regular basis. Climbs ladders, step and balancing objects required on occasional basis. Use of fingers, hands, arms, body torso requiring manual dexterity is required in virtually all tasks performed.

Cognitive Demands

Position involves working directly with people, data and things in the provision of clerical support, operations, and finance. Requires ability to differentiate between numbers, figures and forms; visual, sound, odor and color perception.

Capacity to use and interpret a variety of information furnished in written, oral, diagrammatic or schedule form. Ability to perform multiple tasks simultaneously. Must demonstrate strong organizational skills. Applies acquired knowledge of the principles and practices associated with modern accounting and clerical practices.

Language Ability & Interpersonal Communication

Capacity to write reports, operating regulations, news articles and related documents using proper format, punctuation, spelling and grammar. Capacity to read and understand principles of logical or rational thinking to solve practical problems in situations where standardization normally exists. Understanding of verbal and non-verbal cues and the connection to active listening.

Environmental Adaptability

Occupational hazards are those generally associated with occupations engaged in clerical work.

Employer

Bondurant City (IA)

Address

200 2nd St NE
PO Box 37
Bondurant, Iowa, 50035

Phone

5159672418

Website<http://cityofbondurant.com>

Additional information and application here: <https://www.governmentjobs.com/careers/bondurant/jobs/5038469/administrative-specialist?pagetype=jobOpportunitiesJobs>