



POSITION DESCRIPTION

Position: Administrative Assistant
Supervised By: City Manager
Supervises: None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.
FLSA Status: Non-Exempt
Status: Full Time, At-Will

General Summary

Provides a variety of routine and complex clerical, administrative, and technical work under the direction and supervision of the City Manager.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Performs clerical and administrative work, including answering phones, receiving public inquiries, answering and directing questions, and providing customer assistance.
2. Provides administrative assistance to the City Manager in meeting management; assembles background materials, prepares agendas for various boards and commissions and records action items for various meetings.
3. Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
4. Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
5. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, social media and website postings, and other informational materials about programs and services.
6. Custodian of public and confidential departmental documents and records. Establishes and maintains filing system, controls records and indexes using moderate independent judgment.
7. Assists with the administration of benefits plans, including enrollments and termination of employees within plans, and provides City staff with assistance in obtaining answers to benefit related questions.
8. Processes payroll, including verification of timesheets and issuance of checks and/or direct deposits.
9. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
10. Assists in the planning and coordination of community promotion events.
11. Assists in the procurement of supplies and equipment.
12. Provides support and assistance with other municipal office operations, including utility billing, voter rolls, processing tax and other payments, and coordinating cemetery transactions, as assigned.

Required Minimum Qualifications

Education and Experience:

1. A high school diploma is required. Graduation from a college or university with a degree in business, public administration, human resources, or a related field is preferred.
2. Three (3) years of related experience. Experience in a government setting is preferred.

Necessary Knowledge, Skills, and Abilities:

1. Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; working knowledge of modern records management techniques.
2. Skill in the operation of common office equipment and typical office software; skill in the use of specialized database software is a plus.
3. Exceptional written and verbal communication skills are required.
4. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
5. Ability to represent the City of Jonesville in a highly professional manner.
6. Ability to accurately record and maintain records.
7. Must be available for occasional meetings outside of regular working hours.

Physical Demands and Work Environment

The physical demands and work environment 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. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.