Assistant to City Administrator

POSITION SUMMARY: Incumbent performs a wide variety of office support and administration activities for the City Administrator, City Commission and various boards and committees that require extensive office experience and decision making abilities.

WORKING RELATIONSHIPS: Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

ESSENTIAL DUTIES:

1. Perform general human resources support duties. Weekly
2. Prepares the City Commission Order of Business for all regular and special meetings. Takes and types minutes of the official proceedings of the City Commission. Weekly
3. Operate, update, and maintain the City Special Assessment System. Daily
4. Manages database of City-owned property; assists buyers in the preparation of offers on property, closes sales, and oversees deeds to be filed on property sold. Weekly
5. Works with City Administrator, City Attorney, boards and committees and senior management on development and management of various City ordinances, resolutions, and legal documents. Manages codification of City ordinances. Weekly
6. Responsible for the maintenance and safekeeping of all official records, documents, and files of the City, including human resource records. Weekly
7. Performs administrative support duties as needed to insure proper flow of office work at City Hall, including receptionist duties. Annually
8. Coordinates the City's training programs and works with City Safety Coordinator. Monthly
9. Assists in the maintenance of the City's web site, maintains and updates Channel 19 bulletin board and programming and develops and distributes employee newsletter. Weekly
10. Performs other duties of similar nature or level as required.

KNOWLEDGE, **SKILLS, AND ABILITIES** (position requirements at entry):

- Customer service techniques;
- Telephone etiquette;
- Compiling and disseminating information;
- Familiarity with City geography and street locations;
- Reading and communicating laws and regulations;
- Research techniques and practices;
- Recruitment practices and procedures;

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- Advanced record keeping and database management;
- Familiarity with business or real estate sales.
- Preparing written communication;
- Using a variety of office equipment and related applications;
- Maintaining files and records;
- Performing basic mathematical calculations;
- Confidentiality;
- Typing at 65 WPM or more corrected.

TRAINING AND EXPERIENCE (position requirements at entry):
High School Diploma or General Equivalency Degree (G.E.D.), a two year degree in related field and five years of office experience, with three years executive assistant level experience preferred, or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

LICENSING REQUIREMENTS (position requirements at entry):
- Valid Driver's License

PHYSICAL REQUIREMENTS:
Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION AND HISTORY:
Position Designation: Senior Operator
FLSA: Non-Exempt
Classification: Grade 15

Approved by Civil Service 6/1999
Update prepared by City Administrator 6/2006
Update reviewed and approved by Civil Service 07/18/06
Updated and Civil Service Approved on 03/19/07
04/18/08 – Civil Service Annual Review – No Changes
02/12/09 – Internal review and updates proposed
02/13/09 – Reviewed and approved by Civil Service
12/21/2023 – Changed grade level commission approval of wage study and 2024 budget SN