

# JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Administrative Assistant	<i>Pay Grade:</i>	EAP-06
<i>Department:</i>	Economic Development	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Economic Development Office	<i>Reports to Position:</i>	City Planner and Manager of Econ Dev
<i>Effective Date:</i>	April 13, 2023		

**JOB SUMMARY**

Under general supervision, this position is responsible for routine office duties to include answering phones, filing, updating calendars with scheduled events, preparing outgoing correspondence and paying departmental invoices.

- ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Answer incoming calls including taking messages when needed
  - Make outgoing calls to schedule events or make reminder calls
  - Maintain filing system of planning items, economic development items, accounting items and payroll items
  - Ensure departmental schedule remains current with scheduled events
  - Prepare outgoing correspondence including copying informational packets
  - Sorts and logs incoming correspondence
  - Following proper purchasing procedures for ordering supplies and materials as needed as well as processing payment of departmental invoices
  - Attend Planning Commission meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday each month in order to record minutes
  - Prepare biweekly payroll
  - Complete work tickets for building maintenance, vehicle maintenance and IT issues
  - Other clerical duties as assigned

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### Education and Training

High School Diploma or GED required

#### Experience

2 years working in a clerical/office environment

#### Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### Knowledge of:

- Standard office operations
- Computer software to include Word, Excel and Powerpoint

#### Ability to:

- Efficiently run office in absence of coworkers
- Maintain a system of organization
- Prioritize daily tasks based on importance
- Effectively verbally communicate both in person and on the phone
- Effectively communicate in written form
- Work non-standard hours in cases of special events
- Maintain confidential information regarding development and industry
- Work in a constant state of alertness and in a safe manner

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Work location will be primarily indoors (some outdoors with special events)

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Other Economic Development employees, incoming visitors to the Planning and Economic Development department, employees from various city departments

# APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

Mgr of Econ Dev

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

City Planner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – ADMINISTRATIVE ASSISTANT– ECON DEV

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface	X			
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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of the time

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Continuous  
67%-100%  
of the time

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dusty	X			
Excessive Noise	X			
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	1	2
Walk	1	1

**Additional Considerations (including clarification of any of the above)**