



CITY OF VICTOR Job Announcement

Administrative Assistant (Part-time)

Department: Administration
FLSA Status: Non-exempt
Supervisor: City Administrator
Hourly Range: \$18.00 – \$22.00
Benefits: Paid Time Off for Sick Days

Mission: To assist the City Administrator, City Clerk-Treasurer, Deputy Clerk, Public Works Supervisor, and Main Street Manager in the administration and coordination of operations of the departments. Participates in office support functions in support of the departments' goals and objectives. Provides information and assistance to the public regarding departmental policies and procedures.

DUTIES: Essential duties and responsibilities include the following.

- *Completing and assisting with the grant application process
- *Scheduling safety training courses
- *Assuming Deputy Clerk's responsibilities during a vacation absence that may include the processing of accounts payables and receivables, cash receipting, and payroll
- *Processing utility payments
- *Completing and submitting work orders
- *Collecting and entering data into computer software
- *Writing documents and reports
- *Updating social media and website
- *Collecting and archiving files
- *Assisting with the development of flyers, notices, and other informational materials
- *Receiving public calls and answering questions
- *Responding to inquiries from employees, citizens, and others

HOW TO APPLY:

Applications and job descriptions are available at City Hall, or online at cityofvictor.com/public-notices. If you are interested in applying for the position, please submit a completed job application form to City Hall, 500 Victor Ave., Victor, CO, or call (719) 689-2284 for further information. Position is open until filled.

The City of Victor is an Equal Opportunity and Affirmative Action Employer and supports a Drug Free Workplace. This employment opportunity is open to all persons without regard to race, color, religion, age, sex, marital status, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state, or local laws.