



CITY OF VICTOR Job Description

Administrative Assistant (Part-time)

Department: Administration

FLSA Status: Non-exempt

Supervisor: City Administrator

Hourly Range: \$18.00 – \$22.00

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.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Respectful of diversity among staff, locals, and visitors
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Displays a professional and proficient demeanor while working
- Deals patiently, efficiently, and effectively with citizen complaints
- Demonstrates ability to structure work and set priorities to meet deadlines
- Develops ways to improve quality, efficiency, effectiveness
- Demonstrates initiative in identifying problems and developing and implementing solutions
- Solicits input and feedback and incorporates appropriately
- Maintains technical job knowledge

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships
- Willingly and cooperatively collaborates with all other City departments as needed
- Does not disparage staff to other staff or the public
- Observes chain of command
- Resolves conflicts in a positive manner
- Asks for help when necessary
- Fills in for co-worker absences

*Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Keeps supervisor informed of status of projects

Demonstrates understanding of when to check with supervisor on non-standard customer requests
Speaks and writes clearly and concisely, presents ideas and facts logically and coherently
Demonstrates listening skills

***Work Ethic**

Complies with Employee Handbook, Council Policies and Codes
Shows up on time
Maintains workspace in a professional manner
Utilizes time and resources efficiently and effectively
Looks for ways to improve operations and discusses with department head
Represents the City in a positive manner
Works to get the job completed when necessary
Demonstrates ability to problem-solve unexpected situations
Adapts to and incorporates changing priorities and methodologies

JOB COMPETENCIES:

***Administration:**

Works as support staff as needed to the City Administrator, City Clerk-Treasurer, Deputy Clerk, Public Works Supervisor, and Main Street Manager. Duties may include but not be limited to:
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

***Safety**

Recognizes and corrects unsafe conditions
Works safely to prevent at-fault accidents

***Care of Equipment**

Assures equipment is properly maintained

***TOOLS AND EQUIPMENT USED:**

Standard modern office equipment including computer, recording equipment, fax, copier, etc

***KNOWLEDGE/ABILITIES:**

Ability to manage workload and prioritize projects
Ability to plan for the future
Ability to understand, interpret, and apply City policy to situations

***DESIRED MINIMUM QUALIFICATIONS:**

High School diploma

Valid Driver's License

Associates degree preferred in business, records management, accounting or years of experience in related field.

General business skills:

- research

- knowledge of business formats

- word processing

- modern office practices

- records management

- software operation (Word, Excel, Access)

Notary public certification

***ORIENTATION AND TRAINING PERIOD:**

6 months

1 year to achieve general competency

***WORKING ENVIRONMENT CHALLENGES:**

Interruptions

Dynamic community interests

Office layout

Workload and deadlines determined by others

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job 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. The City of Victor is an Equal Opportunity and Affirmative Action Employer.