

ADMINISTRATIVE AIDE

POSITION SUMMARY: To perform administrative liaison and staff work relating to a wide variety of problems involved in city operations and management; to conduct special studies on program development and management problems and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of the City Manager and Administrative Assistant for Personnel and Purchasing.

SUPERVISION EXERCISED: Supervision is exercised over maintenance or other employees as assigned.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist the City Manager on various phases of municipal operations.
2. Supervise the maintenance and care of the municipal building and grounds.
3. Plan and supervise special activities and programs.
4. May assist in a variety of personnel, purchasing and public relations activities.
5. Conduct administrative and organizational research and prepare various reports and recommendations.
6. Answer citizen complaints and requests for information.
7. Represent the city at various meetings and special community events.
8. Investigate municipal activities as requested by the City Manager.
9. May prepare correspondence for Mayor or City Manager as required.
10. Perform related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Reasonable knowledge of municipal organizations, methods and practices.

Administrative Aide

- Some knowledge of basic laws, ordinances and regulations affecting the operation of municipal government.
- Ability to carry out instructions effectively and promptly.
- Ability to communicate effectively.
- Ability to analyze a variety of administrative problems and to make recommendations for their solutions.
- Tact in dealing with the public, citizen groups and other employees.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Graduation from a college or university of recognized standing with specialization in business or public administration, and preferably, some graduate work.
- Some knowledge of city government, its operation and administration.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

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.