ADMINISTRATIVE ASSISTANT – (CITY MANAGER)

POSITION SUMMARY: Performs varied administrative tasks and projects as assigned by the City Manager or his designee.

SUPERVISION RECEIVED: Work is performed under the City Manager or his designee.

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. Gathers information, conducts research and prepares reports for the City Manager and Department Heads as required.

2. Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to appropriate departments, follows up on the corrective actions and ensures that replies are provided.

3. Plans and assists in a variety of public relations activities. May represent the City at events.

4. Assists in the operation of the Administrative Offices. Prepares and reviews correspondence, schedules appointments, opens and distributes mail, records and transcribes the minutes of meetings, and prepares payroll, requests for purchases, resolutions and other official records.

5. May assist the Mayor and/or City Councilmembers as directed by the City Manager.

6. Attends meetings of the City Council, DDA, committee and staff meetings as required.

7. Maintains confidential records and processes or transmits information that requires a high degree of discretion and judgment.

8. Keeps abreast of Legislative and regulatory developments and current issues. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences workshops and seminars as appropriate.

9. Writes news releases and participates in preparing material for publication.

10. Performs related work as required.

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.*

A. A Bachelor's degree in public administration, business administration or a related field and working experience in local government. An equivalent combination of education, training and experience may substitute for the degree requirement.

B. Demonstrates knowledge of the principles and practices of local governmental administration.

C. Communicates effectively and presents ideas orally and in writing for varied audiences.

D. Ability to establish effective working relationships and uses tact, good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.

E. Ability to develop comprehensive plans and complete special projects from general instructions.

F. Demonstrates skill in the use of office equipment and technology and demonstrates ability in assembling and presenting accurate reports and records.

G. Ability to use discretion and maintain confidentiality.

H. Possession of a valid Michigan motor vehicle operators permit.

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.

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