



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Administrative Assistant to the City Manager
DEPARTMENT: City Manager's Office
REPORTS TO: City Manager
EMPLOYMENT STATUS: Regular Full-time, Exempt

Summary

Perform responsible, complex and recurring administrative duties as confidential assistant to the City Manager. Perform routine administrative functions relating to the preparation of correspondence, coordination of management information, arranging meetings and appointments, and making travel arrangements on behalf of the City Manager. Perform special projects and research activities as directed by the City Manager.

May be required to perform assigned duties concerning the City's property insurance plan, risk management and employee safety programs as assigned. Serve as the City's Civil Service Secretary and Chief Examiner.

Perform assigned duties concerning human resources, employee benefits, employee recognition, employee performance appraisals, and citizen complaints. The Administrative Assistant to the City Manager is classified as a Fair Labor Standards Act (FSLA) exempt position.

Essential Job Functions

- Communicate effectively both orally and in writing.
- Operate computer terminal, typewriter and other office equipment.
- Receive and respond to public inquiries on the telephone, in writing or in person.
- Proof read documents.
- Take and transcribe meeting minutes.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees and members of the public.

Scope of Responsibility

Individual who is assigned to this position is responsible for their own work product and for performing administrative duties and secretarial work of a complex, varied and recurring nature. These duties may involve different and unrelated processes and methods. Individuals are expected to possess considerable knowledge of modern administrative, secretarial and office procedures concerning business English, spelling, grammar and correct composition.

Typical Duties

- Perform secretarial and administrative functions related to the preparation of reports, statistical data, correspondence, confidential memoranda and other documents for the City Manager.
- Coordinate and maintain filing and records systems of the City Manager's Office including confidential personnel files, correspondence and risk management files.
- Operate and maintain word processing files utilizing a computer terminal.
- Assemble data, review specifications and make recommendations to City Manager concerning procurement of office equipment and systems.
- Coordinate meetings, including the scheduling of available meeting space and training sessions.
- Respond to public inquiries in person and on the telephone. Refer inquiries to other City employees/departments when required.
- Collect and prepare data for a variety of reports and documents required by the City Manager.
- Update the public readerboards.
- Compose and revise City employee policies and procedures and job descriptions as assigned.
- Review compliance with all relevant regulations in recruiting, screening and the selection of job applicants on behalf of the City Manager. List City job announcements with specific agencies as required or necessary.
- Conduct new employee orientations.
- Review all personnel/payroll forms for completeness. Distribute payroll documents to the Deputy Clerk Treasurer.
- Process all incident/accident claims. Process all worker compensation claims. Serve as alternate city representative working directly with the City's insurance provider.
- Act as the Civil Service Secretary .
- Perform other duties as assigned

Qualifications

- Requires high school graduation or equivalent and five years of progressively responsible secretarial, administrative and human resource experience, preferably in a municipal setting.

OR

- Combination of equivalent education and experience may be substituted.

Additional Requirements

- Knowledge of modern office practices and equipment including substantial knowledge of word processing programs and computers.
- Ability to understand, analyze, and recommend actions to the City Manager.
- Ability to attend evening meetings, as required.
- Ability to make and implement sound decisions and exercise good judgment.

Special Requirements

- Requires a valid Washington State driver's license and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____

Date: _____

City Manager approval: _____ Date: _____