



ADMINISTRATIVE ASSISTANT OFFICE OF THE CITY MANAGER

The City of Two Rivers is seeking a qualified individual for the Administrative Assistant position.

Position responsible for a broad variety of administrative and secretarial duties in the Office of the City Manager. Involves extensive public contact, providing service to citizens, elected officials and internal customers within city government.

Candidates should possess a minimum of a two-year degree in office management or business administration, five years experience as an administrative assistant or executive secretary, or an equivalent combination of training and experience.

Strong oral and written communications skills, ability to work under deadline, ability to manage multiple projects, ability to responsibly handle confidential and sensitive information, and proficiency in MS Word, Excel and Powerpoint and general office equipment are requirements of this position.

Full-time position with a starting wage of \$19.39 to \$20.57 per hour. The City of Two Rivers offers an excellent benefit package including Wisconsin Retirement system, comprehensive health and life insurance. The City is an equal opportunity employer.

To assure consideration, please send a detailed letter of interest and resume by September 15, 2015 to kgraves@two-rivers.org or by mail:

Kim Graves
City of Two Rivers
Human Resources Coordinator
Post Office Box 87
Two Rivers WI 54241-0087

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant to City Manager/Deputy City Clerk

DEPARTMENT: City Manager

DIVISION: Administration

PAY GRADE: Non-Union Pay Grade 19

FLSA STATUS: Non-Exempt

GENERAL PURPOSE:

Performs a variety of secretarial and administrative duties in the Office of the City Manager, acting as confidential secretary to the City Manager, which requires a broad scope of administration practices and procedures.

SUPERVISION RECEIVED:

Works under general supervision and direction of the City Manager, who is available for guidance on difficult and non-recurring problems.

SUPERVISION EXERCISED:

None

DISTINGUISHING FEATURES OF THE CLASS:

This is a difficult administrative position in the Office of the City Manager, involving frequent detailed duties of an administrative nature and wide and varied scope. The main responsibility of this position is for the performance of difficult and varied clerical and public contact work in the City Manager's Office, which is the chief executive office and focal point of the City Government.

Considerable public contact – in person, over the phone, and via e-mail and social media communications is involved. At the same time, the employee works with information related to City personnel and collective bargaining issues, litigation, and economic development that is highly confidential and sensitive in nature, and must be able to maintain confidentiality.

The employee must be or become familiar with all phases of the City Government, as well as major local service organizations and businesses that view the City Manager's Office as their primary point of contact with City government. The duties of this position are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects and is under the pressure of completing them within a limited time period. The employee frequently works with considerable latitude in preparing routine correspondence, giving information, receiving complaints and performing other public contact work, subject only to final approval or periodic review.

The employee is given general instructions on assignments through conferences and is under the direct supervision of the city Manager who oversees work methods or results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares correspondence, interoffice forms, business charge card records.

Assists a variety of callers from internal departments and offices and from outside the City Government, ascertains the purpose of such contacts and personally disposes of the matter, referring the caller to the proper resource; or if necessary, arranges a direct follow-up contact or appointment with the City Manager.

Opens and reviews incoming mail.

Assists the City Manager in maintaining his daily meeting/business schedule.

Organizes and maintains filing system for office correspondence and records, determining proper file designation to be used.

Responsible for proper distribution and disposition of notices, memoranda, directives and related materials.

Prepares agendas for City Council meetings and for some committee meetings, using information gathered from all Department Heads and City Manager. Prints, copies and disseminates such agendas and backup information in both paper and digital forms to City Council members, department heads, media and the general public (includes posting of agenda and non-confidential backup materials on City website). Prints, copies and disseminates confidential closed session backup materials to City Council, City Attorney and appropriate staff members.

Gather information for the preparation of Resolutions, Proclamations and Ordinance and composes same for the City Council packets.

Collects, compiles and analyzes information in miscellaneous projects for the City Manager.

Maintains a list of all appointments of committees, commissions, boards and authorities and compiles a yearly booklet for distribution.

Coordinates activities and communications between City Manager, City Council Members, Department Heads and the general public.

Handles inquiries and distributes proper forms for the administration of the Smongeski Eye Care Fund, maintaining proper records and authorizing invoices for payments.

Provides backup to the City Clerk for attending and recording minutes of City Council meetings, including executive sessions; assists the City Clerk in maintaining a permanent records of such meetings.

Assists the City Clerk in preparing Council meeting minutes for publication in the official newspaper.

Assists the City Clerk in preparing for Elections. Assists City Clerk in trouble-shooting problems at the various polling locations on Election Day and works the evening of Election Day.

Prepares and maintains messages for outdoor LED message boards, governmental cable television channel, posts announcements and other information to the city's website and Facebook page and other City social media.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices, clerical and/or secretarial work, accounting, bookkeeping, and computer literacy; and
- B. Two year Associate degree from a recognized administrative assistant course or business administration program
- C. Extensive experience in administrative/clerical work of a progressively responsible nature; strong background in word processing, spreadsheet and presentation applications (MS WORD, EXCEL, Powerpoint)

Knowledge, Skills and Abilities:

Comprehensive knowledge of modern office practices and procedures, business English, and spelling; strong written and oral communication skills, knowledge or ability to quickly gain knowledge of the operation, functions and scope of authority of City departments, and offices as related to the handling and disposition of complaints, requests for information and delegated administrative details.

Ability to maintain confidentiality of sensitive information.

Ability to make decisions in accordance with ordinances, regulations and City policy and procedures; ability to prepare effective correspondence on routine matters and to perform routine office management details with only general supervision; ability to maintain effective working relationships with other employees, members of the City Council and general public.

Ability and willingness to work outside of normal office hours (early mornings, and evenings), weekends on occasion, as required to assist in special projects and activities of the City Manager's Office and as backup to the City Clerk.

May be called upon to provide clerical assistance to the City Clerk.

TOOLS AND EQUIPMENT USED:

Personal computer, laptop computer, telephone, 10-key calculator, copier/scanner/fax and other office equipment.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate and requires working in an average office environment.

OTHER CONDITIONS:

Pre-employment medical exam and drug testing will be conducted for this position.

Throughout employment, position may be subject to random drug testing.

City residency within 10 miles of Two Rivers City Hall is required for this position within 6 months of completion of employee's probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The position 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.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Positions(s) Considered For: _____

Other: _____

DISCLOSURE & RELEASE AUTHORIZATION

In connection with my application for employment with you, I understand that you may be requesting information concerning my driving record, credit history, criminal history, educational history, professional licensure and certification, workers' compensation claims, and/or other records available from various state, private, and insurance sources. Workers' compensation information will only be requested in compliance with the ADA.

I HEREBY AUTHORIZE, WITHOUT RESERVATION, ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EDUCATIONAL INSTITUTION, EMPLOYER OR INSURANCE COMPANY TO FURNISH THE ABOVE-MENTIONED INFORMATION, AND AGREE TO RELEASE THEM FROM ANY LIABILITY FOR ANY DAMAGE WHATSOEVER FOR ISSUING SUCH INFORMATION.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies including the State of Wisconsin Workforce Development.

TODAY'S DATE _____ SIGNATURE _____		
The following must be filled out completely: <i>(Please print)</i>		
LAST NAME	FIRST NAME	MIDDLE INITIAL
OTHER NAMES I AM/HAVE BEEN KNOWN BY		
HOME ADDRESS		
CITY	STATE	ZIP
OTHER CITIES/STATES IN WHICH I HAVE LIVED		
SOCIAL SECURITY NUMBER		DATE OF BIRTH
DRIVER'S LICENSE NUMBER		STATE IN WHICH DRIVER'S LICENSE WAS ISSUED

FOR EMPLOYER USE ONLY

ACCOUNT NUMBER

YOUR NAME

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

FAX NUMBER

PHONE NUMBER

CHECK THE ONES THAT APPLY

Search(es) Requested:

Workers' Compensation from these states:

Driving record (MVR) from these states:

Criminal History from these states and/or counties:

Other

This background check is required by the following law:

INFORMATION ON THIS PAGE WILL NOT BE KEPT IN YOUR PERSONNEL FILE