

City of Montgomery, Texas Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: City Administrator
FLSA Status: Part Time, Non-exempt
Prepared By: City Administrator
Prepared Date: July 1, 2014
Approved By: City Administrator
Approved Date: TBD

SUMMARY

Assists and supports the City Administrator and other departments in the day-to-day operation of these functions by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

City Administrator:

- Reads and routes incoming mail to appropriate individuals. Locates and attaches appropriate file to correspondence to be answered by City employees.
- Answers multi-line phone system for incoming phone calls in a professional and courteous manner and routes calls to appropriate party.
- Greets visitors to the building in a professional and courteous manner and conducts to appropriate area or person.
- Coordinates with the City Secretary, Utilities and Court departments to make bank deposits.
- Organizes and maintains file system and files correspondence and other records under the supervision of the City Secretary.
- Orders office supplies and maintains supplies in an organized and orderly manner.
- Coordinates community bookings and deposits.
- Records and tracks employee time and leave.
- Prepares and distributes monthly calendar and newsletter.
- Provides clerical support for the police department and works on special projects assigned by the police department and City Administrator.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of the individual classified in this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required

OTHER QUALIFICATIONS

None Required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The individual must maintain regular and acceptable attendance at such level as determined at the City's sole discretion. The employee must display strong interpersonal skills, adaptability, initiative, dependability, decision-making ability, oral and written communication skills, work standards and follow up.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles.

The City of Montgomery is an "at will" employment city. I understand that this job description does not create a contract for employment with the City of Montgomery and the City reserves the right to change or modify this job description at any time with or without notice. I understand that my employment is "at will" and that I may voluntarily leave employment with the City at any time, for any reason or no reason with or without notice. Similarly, the City may terminate my employment at any time, for any reason or for no reason, with or without notice.

Employee Name

Employee Signature

Date