

# Administrative Assistant

**Department:** Various

\$28,080 - \$34,840 Annually

**Division:** Various

\$2,340.00 - \$2,903.33 Monthly

**Supervisor:** Various

\$13.50 - \$16.75 Hourly

**Salary:** Non-exempt

**Status:** Full-Time

Education and Experience: A High School diploma or GED. At least two years office experience and computer experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

## General Purpose

Responsible to the Department Head for the performance of administrative duties required to coordinate the activities of the department. Independent judgment is required and exercise authority delegated by the Department Head. Oversees administrative functions related to the department and the operation of the City.

## Typical Duties

Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone. Greet and assist City employees, officials and the public as required. Involves: Respond to visitors in a courteous manner. Answer phones, take messages or forward inquiries to the appropriate party exercising proper telephone etiquette. Perform miscellaneous tasks as assigned.

Perform specified clerical, administrative and other support tasks. Involves: Provides staff assistance to the Department Head. Prepares and/or reviews complex reports and studies. Provides analysis on a wide variety of administrative or management policies in support of organization goals, priorities and initiatives. Produces presentations, as needed, for use with citizens, boards, commissions, employees, area businesses, service agencies, regional groups and other applicable groups to convey information on City programs, service offerings and other related issues. Oversees various purchasing activities including the five-year capital plan in relation to expenses by departments. Prepares reports for the public. Maintains calendar, meeting schedules and establishes citizen meetings or notices on behalf of the Department Head. Conducts research on assigned topics. Answers inquiries from the public and provides advanced level staff support to a variety of committees, boards, teams and commissions. Recommends, plans and implements changes and administration of personnel policies and guidelines within the department. Preparation of all field work for grants and grant programs. Prepares applications and cost estimates for the grant projects. Confers with the Department Head to discuss the conditions and needs of the City.

Perform a variety of clerical and para-professional tasks to assist staff, as assigned. Refer complex queries to more knowledgeable staff. Assists with city functions, special events, may work on-call to handle emergency situations and perform other duties as required or necessary.

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## Knowledge, Skills, and Abilities

- Application of good knowledge of public administration and government operations.
- Application of good knowledge of public relations principles.
- Application of good knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Application of good knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Application of good knowledge of research methods.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Knowledge in various phases of city administration, including policies and procedures, laws and ordinances governing conduct of city administration.
- Skills in budget preparation, reports and studies.
- Ability in planning and organizing work of others.
- Analyze, interpret and report research findings and recommendations.
- Skilled in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).

## Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

## ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

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Employee Signature & Date

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Employee's Printed Name