

CITY OF OBERLIN JOB DESCRIPTION
Administrative Assistant

Title:	Administrative Assistant	Department:	Any Assigned
Supervisor:	Department Director	Positions Supervised:	None
Status:	Part- or Full-Time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	None	Pay Grade:	3
		Schedule:	Regular business hours, evening meetings and other overtime as assigned

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of duties: Provides routine clerical support to the Department or Division Director, and may assist in various administrative functions including budget administration, recordkeeping and reporting, basic research and project/event coordination. The position requires extensive interaction with other employees and City officials, representatives of various community groups, government entities, boards and commissions.

The Administrative Assistant shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Administrative Assistant shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications: Requires a high school diploma or GED, and at least two (2) years of previous experience in a similar position including clerical or customer service experience, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Distinguishing Features: This is an entry-level, FLSA non-exempt position which requires basic clerical skills and knowledge of routine office procedures. The position involves

providing basic clerical and administrative support to a division or department director, and may eventually include training opportunities relevant to the Administrative Coordinator position. Typical duties may include clerical functions such as document preparation and processing, recordkeeping, coordination of meetings/events, preparation of routine reports and customer service. Assignments will typically be routine, well-defined and limited in scope. The work will require limited initiative and independence. Initially incumbents will receive close supervision from a department director, but with additional experience the incumbent will receive less direct supervision. When the employee has developed an understanding of department operations, the employee may occasionally be assigned more complex duties which require advanced knowledge of City operations and administration. Such duties may include research and reporting, contract administration, development of office procedures and providing occasional support to various boards and commissions.

Primary Job duties: *(Essential functions are identified by an *; percentages indicate estimated amount of time spent on each duty areas - percentages include ranges as employees are required to be cross-trained in all areas of work performed in the department)*

Clerical Support (50-70%)

- Composes, types, proofreads and edits correspondence, reports, memoranda and other materials to ensure accuracy and completion*
- Establishes and maintains accurate, current and complete department records and ensures recordkeeping compliance with relevant regulations including City Administrative code and public records laws*
- Processes routine forms for payroll, requisitions, purchase orders and other standard municipal government practices*
- Receives and processes various forms, permit applications and payments*
- Enters data to department forms and systems; generates routine reports*
- Maintains office supply inventory; researches and orders supplies to maintain adequate supplies and respond to special requests for supplies or services
- Maintains office equipment; coordinates services with equipment suppliers*
- Greets office visitors and provides customer service as needed*
- Performs routine office procedures including processing mail, photocopying, faxing, collating and distributing documentation and/or meeting materials
- Operates standard office equipment including computer, telephone, copy/fax machines and other standard equipment*
- Operates various software programs including word processing, spreadsheets, databases and department-specific programs*

Administrative Support (20-40%)

- Assists Department Director in conducting research of files and records; researches, retrieves, compiles and organizes information as required*
- Attends meetings, records minutes, prepares agendas/correspondence/materials and maintains files for committees/commissions*
- Collates data and prepares routine reports*
- Coordinates department personnel functions such as payroll processing and personnel recordkeeping*

- Coordinates projects and events; manages details of meetings, recordkeeping and project/personnel schedules*
- Assists Director in administration of department budget*
- Assists in procurement of goods and services*
- Assists Director in coordinating various personnel activities including advertising, pre-employment procedures and employee orientation*
- Responds to requests or complaints; researches or directs inquiries as needed to provide effective customer service*

Related Duties (10%)


- Maintains and increases knowledge and skills through attendance at meetings, conferences and training seminars*
- Assists Director and performs other related duties as assigned*

Required Knowledge, Skills and Abilities:

- Knowledge of City of Oberlin policies and procedures
- Knowledge of local, state and federal government practices and procedures including public sector procurement, contract administration, recordkeeping and reporting
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction
- Knowledge of standard business practices and procedures
- Ability to plan, organize and coordinate details of projects and events
- Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees and members of the public
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, business writing and provide effective customer service
- Ability to perform basic mathematical calculations including percentages and averages
- Ability to operate computer software to perform word processing, spreadsheet, database management and power point presentations
- Ability to research problems, collect and organize information and prepare summary reports of data and other information
- Ability to multi-task and perform with evolving priorities
- Ability to communicate effectively in both verbal and written forms
- Ability to provide effective customer service
- Ability to demonstrate initiative in work environment
- Ability to establish and maintain accurate and current records
- Ability to maintain confidentiality, and demonstrate discretion and sound judgment
- Ability to see, hear, sit for extended periods of time and operate standard office equipment including computer, telephone, fax/copy machines requiring manual dexterity

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is generally performed in a typical office environment with adequate lighting, ventilation and temperature controls. The employee may be required to sit for extended periods, and perform routine physical tasks such as bending, squatting, lifting (< 20 lbs.) and reaching. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04-08-11

Human Resources Signature/Date

 4/8/11

Appointing Authority Signature/Date

Supervisor Signature/Date

 4/8/11

Law Director Signature/Date

Reviewed by Civil Service Com. 7/15/08

Reviewed by City Council n/a