



JOB DESCRIPTION

Position	Administrative Assistant	Department	General Government – City Hall
FLSA Status	Non-Exempt	Status	Part-Time
Reports To	Clerk / Deputy Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

To perform a variety of administrative support services for the general public, City Clerk / Deputy Treasurer, Finance Director / Treasurer, City Administrator, Mayor, Common Council, and other Department Heads and staff.

POSITION ACCOUNTABILITY:

The Administrative Assistant works under the direction of the City Clerk/Deputy Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Clerk/Deputy Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

CLERK DIVISION

1. Create agendas, assemble supporting materials for packets, and distribute completed packets to committee members, Common Council, and staff for the following committees and commissions:
 - a. Historic Preservation Commission
 - b. Parks & Recreation Commission
 - c. Police Commission
 - d. Joint Fire Commission
 - e. Library Board
 - f. Economic Development Commission
 - g. Tourism Development Committee
 - h. Zoning Board of Appeals
2. Organize, maintain, and update the filing system on a regular basis including re-arranging and modernization of files in coordination with the City Clerk / Deputy Treasurer.
3. Receive, receipt, and process Direct Sellers, Operator, Liquor, Business, and Cigarette License applications in coordination with the City Clerk / Deputy Treasurer.
4. Assist City Clerk / Deputy Treasurer with filing ordinances and resolutions that have been approved.
5. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
6. Assist at elections as directed by the City Clerk / Deputy Treasurer.
7. Prepare monthly City meeting and event calendar for distribution to Department Heads and Common Council.
8. Post agendas at designated places as directed by the City Clerk / Deputy Treasurer.

9. Serve as backup for Clerk duties including Payroll, Licensing, Agenda Preparation, Legal Notices, and creation of agendas and packets for the following:
 - a. Common Council
 - b. Personnel & Finance Committee
 - c. Public Works Committee
 - d. Public Safety Committee
 - e. Plan Commission
 - f. Community Development Authority
10. Park Rentals
 - a. Receive, receipt, and maintain park rental applications and prepare permits for renters in coordination with the City Clerk / Deputy Treasurer.
 - b. Maintain park rental calendars and submit to the Department of Public Works.

FINANCE / TREASURER DIVISION

1. Enter utility payments in the absence of the Utility Billing Clerk.
2. Assist Utility Department with request for owner name change and work orders.
3. Maintain postage machine and balance account.
4. Manage Joint Fire Department Accounts Payable process by preparing vouchers for payment, maintaining an accurate check log, and directing payment of invoices under the direction of the Finance Director / Treasurer.
5. Manage the Joint Fire Department Payroll process by processing the monthly payroll including filing the taxes, quarterly taxes, and SUTA reports under the direction of the Finance Director / Treasurer.
6. Manage The Gathering Place Payroll process by processing bi-weekly payroll including filing the taxes, quarterly taxes, and SUTA reports under the direction of the Finance Director / Treasurer.
7. Complete monthly journal entry for Flexible Benefit Program.
8. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
9. Issue outside water meters to utility customers.
10. Serve as backup for the Finance Director / Treasurer, Clerk / Deputy Treasurer, and Assistant to the City Administrator for the payroll process.

GENERAL

1. Provide general assistance in coordination with the Assistant to the City Administrator with website updates and maintenance, including adding information to the events calendar, updating minutes/agendas, updating contact information, and other routine website maintenance tasks.
2. Monitor new resident listing to send new resident welcome letters timely.
3. Receipt animal licenses, utility payments, and any other Accounts Receivable for the City.
4. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and general city services.
5. Assist with review of professional communications to the public including proofreading press releases, letters, and memos as requested.
6. Perform various administrative tasks as assigned and directed by the City Administrator, Finance Director / Treasurer, City Clerk / Deputy Treasurer, and other Department Heads and staff, some of which may be confidential.
7. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
8. Distribute mail daily and, when necessary, deliver mail to post office or pick up from post office.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.
2. Technical training in use of computers, word processing, and bookkeeping desired.
3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
4. Ability to manage and handle cash and check payments in an accurate manner; ability to use a cash register.
5. Knowledge of office practices, including filing and record keeping.
6. Ability to use sound judgment when screening and referring inquiries by phone or in person.
7. Ability to effectively and efficiently schedule and organize work.
8. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
9. General understanding of municipal government practices is desired.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly
12. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

SPECIAL REQUIREMENTS

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain Notary Public Certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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 for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.