

ADMINISTRATIVE ASSOCIATE III

DEFINITION

Under general supervision of the City Clerk, performs a broad range of clerical and administrative duties and responsibilities for the City Manager and City Clerk. Responsible for a variety of tasks in: office administration; clerical functions, records and reports preparation; maintenance of records systems; and related tasks. Regularly interfaces with the public on a variety of issues. Duties include handling telephone and responding to requests for information. Prepares reports, correspondence, bid requests, etc. Inputs and retrieves information into and/or from data bases.

EQUIPMENT/JOB LOCATION

The employee will operate a computer, typewriter, fax machine, copier, calculator and other modern office equipment. The employee primarily works in a controlled indoor environment.

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of administrative support/clerical responsibilities
- Assumes responsibility for administering office functions according to City policy or precedent.
- Maintains computer databases, enters and retrieves data
- Maintains office atmosphere in a professional manner; receives and assists visitors.
- Disseminates information as deemed appropriate or refers to others.
- Sets up meetings for the City Manager & City Clerk
- Schedules facilities and related services and assists in communications with attendees.
- Prepares correspondence, memoranda, reports, etc.
- Open and distributes mail
- Prepares outgoing mail according to City standards and guidelines.
- Makes travel arrangements
- Answers telephone and responds appropriately: relays messages, answers inquiries, offers assistance, refers callers, and documents information.
- Using typewriter, word processor, or computerized system, arranges and prepares routine, standard material, correspondence, and reports using established formats.
- Prepares and processes forms which may require gathering/coordinating data. May transcribe letters, notes, reports, memos, and meeting minutes from shorthand notes or from electronic dictation equipment. Insures proper grammar, spelling, and punctuation.
- Performs administrative support services for the Planning Commission, and other committees, as assigned. Records and transcribes minutes of meetings. Prepares and distributes information on meetings for attendees. Prepares correspondence and maintains files and records.
- Prepares public notices for Planning Commission (and other committees as assigned), and bids.
- Prepares and advertises all bids for the City, ensures proper procedures are followed in the bidding process, and prepares related contracts.
- Sets up and maintains active file systems for storage of hard-copy material. Files and retrieves correspondence, reports, and other data as necessary.
- Creates and updates electronic file on personnel, financial, and other subjects. Inputs and retrieves data using established procedures.
- May serve as City Clerk in the absence of the City Clerk.
- Performs other duties as assigned/required.

REQUIRED KNOWLEDGE AND ABILITIES

- Requires knowledge of City policies, procedures, and operations.
- Requires general knowledge of public infrastructure system and facilities, as well as land use planning and activities.
- Requires knowledge of City ordinances and applicable governmental laws and regulations.
- Must be able to communicate (oral and written) and interface effectively.
- Requires knowledge of modern office practices, procedures, and equipment including computers and related equipment and systems.
- Ability to establish and maintain an effective working relationship with the public , fellow employees and City Council.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to the following can be approved at the discretion of the City Clerk, Human Resources Manager and City Manager.

- Business School graduate with 2 to 3 years of practical experience is highly preferred
- High school diploma, or equivalent, plus 4 to 6 years of practical experience or an equivalent combination of education and experience.
- May be required to attend various training schools or classes.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifteen pounds of force occasionally, and/or up to five pounds of force frequently. Physical demand requirements are at levels of those for very sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Associate. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Associate.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job.

Employee Signature

Date