

MEMO

To: Mayor, City Council Members & Interested Parties
From: Robert Barbian, Administrator
Date: March 17, 2016

Below is the Position Description. This is followed by the existing description of the Roles and Responsibilities as split between Jessica and Mary. Some of you may have seen this before.

The Personnel Committee met and discussed the staff needs of the office.

The short time frame combined with an immediate need lead to the development of a two-step process. The first being to recruit and place limited term full time employees, contract employees.

The second step involving a more in depth review of the job description, recruitment and placement of an individual(s). This would allow for greater Council involvement to consider the position descriptions, candidate selections and appointments.

To address the immediate need of filling the limited term employee positions a few options have come forward. A few of you may have advanced a name or two, a couple of unsolicited resumes have come in, expression of interest and Robert Half Company has proposed contract employees. I will have a list for the meeting Friday.

When the Personnel Committee met we discussed how the two positions already have a natural split in the roles and further separating the functions may offer advantageous to the City. With some adjustment of duties salary differences can be based upon the job functions. One position more specialized with book keeping/accounting and one more of a generalist with good customer service and or technical background.

EXISTING:

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant DATE: August 2011

DEPARTMENT: Administration and Police STATUS: Non-exempt

ACCOUNTABLE TO: City Administrator and/or Chief of Police

SUMMARY STATEMENT: Position provides administrative assistance to administration, police department, public works department and fire department. This is an intermediate administrative position requiring good working knowledge of all city departments' operations.

MAJOR AREAS OF ACCOUNTABILITY: Performs administrative support duties such as copying, filing and organizing; answering phones; handling walk-in inquiries; issuing licenses; maintaining and updating ordinances; calculating sewer/water billings and entering receipts; preparing receipts and

disbursements and generating reports for the general ledger/journal; reconciling bank statements; calculating payroll; completing census data; counting pool receipts and preparing deposit tickets; logging and tracking parking tickets and administrative fines; creating fire department billings and entering receipts; assistance with typing and word processing; and other projects as assigned (typically by the City Administrator or Chief of Police). Duties may also include typing police reports such as Initial Complaint Reports, office procedures, policies and memos for the Police Department; and generating and forwarding police reports to appropriate outside law enforcement agencies.

COMMON PERFORMANCE STANDARDS: All city employees are expected to deal with citizens and co-workers in a positive and respectful way and perform their duties in a safe and effective manner. The Administrative Assistant's duties also require the ability to prioritize tasks and responsibilities on a daily basis; to handle issues and requests with (especially) citizens; to have a working knowledge of city ordinances, policies, and statutes; and to perform daily tasks and responsibilities accurately and efficiently.

EQUIPMENT USED: As required by the position, operates a computer, typewriter, adding machine, phone, copier, fax machine, and other standard office equipment.

WORK ENVIRONMENT: The job is performed in a normal office environment. Constant sitting and continuous movement or normal lifting of office supplies is customary.

SUGGESTED EMPLOYMENT SELECTION CRITERIA: High school diploma or equivalent. 2 year business or accounting degree preferred. Public sector experience or other administrative experience may substitute for education. Knowledge and experience in bookkeeping/accounting, knowledge of Banyon Data Systems accounting and billing software, word processing, billing, and work with personal computers. Organizational skills and ability to work independently. Strong customer service skills and ability to work with the public.

Note: The purpose of this position description is to capture the essential duties and accountabilities of the job. It is not a catalog of every task or assignment; rather, it provides a general outline of job content and responsibilities. All job requirements are subject to modification to reasonably accommodate individuals with disabilities.

Employment selection criteria are representative of minimum levels of knowledge, skills and experience required. To perform this job successfully, the job incumbent must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. Management retains the discretion to add duties or change the duties of this position at any time.

EXISTING

Roles & Responsibilities – Administrative Assistant

Jessica

- Answer phones (secondary) – upon proper training Jessica will become primary
- water/sewer cc payments (secondary)
- Accounts Payable
- Accounts Receivable (except water/sewer deposits)
- Payroll
- New Employee paperwork/files
- General Ledger/Checkbook daily balances
- Bulk Water Billings
- Fire Billings
- Fire Contracts
- Parking tickets
- Quarterly reports (941, Unemployment, State Withholding, Bldg Surcharge, Water Sales/Use Tax)
- General file management/organization
- Walk-in inquiries
- Other Duties as assigned

Mary

- Answer phones (primary)
- Water/Sewer billing and receipting
- water/sewer cc payments (primary)
- Rental Licenses
- Resolution/Ordinance drafting
- Code & Zoning Ordinance Book
- Public Hearing notices
- Ordering supplies
- Pool Receipts/Deposits
- Water Sales & Use Tax Report
- General file management/organization
- Walk-in inquiries
- Other duties as assigned

ADJUSTING SKILL GROUPING

Bookkeeper/Accountant:

- a. Payroll
- b. Quarterly reports (941, Unemployment, State Withholding)
- c. Accounts Payable
- d. Accounts Receivable
- e. General Ledger/Checkbook daily balances
- f. Water/Sewer billing and receipting cc payments
- g. Water Sales & Use Tax Report
- h. Bulk Water Billings

- i. Fire Billings
- j. Fire Contracts

- k. New Employee paperwork/files ?

Generalist Customer Service Specialist

- l. Answer phones
- m. Walk-in inquiries
- n. General file management/organization
- o. Ordering supplies

- p. Bldg Permit assistance & surcharges
- q. Water/sewer cc payments (secondary)
- r. Pool Receipts/Deposits
- s. Other duties as assigned

Shift to Administrator with support from Generalist for mailings etc.

- t. Rental Licenses
- u. Liquor Licenses
- v. Resolution/Ordinance drafting
- w. Code & Zoning Ordinance Book
- x. Public Hearing notices

EXISTING ADD to be revamped based upon directions from council on realignment of duties:

FULL-TIME ADMINISTRATIVE ASSISTANT

The City of Foley is seeking applicants for a full-time administrative assistant position. Duties of the position are providing general administrative office support and tasks including, but not limited to: calculating utility bills, payroll and accounts payable, preparing and entering receipts, reconciling bank statements, preparing reports and other duties as assigned. Applicant should be proficient with MS Office and have strong public relations skills. Experience with Banyon Data Systems a plus.

General qualifications: High school diploma or equivalent. Preferred qualifications: Post-secondary education in accounting or business related field, previous administrative office and/or public sector experience, bookkeeping or accounting experience.

The City of Foley application form is available at www.ci.foley.mn.us Interested candidates should submit a cover letter, resume and application to: City of Foley, PO Box 709, Foley, MN 56329 by 4:00pm Thursday_____.