

## POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant/Communications DATE: April 2016

DEPARTMENT: Administration STATUS: Non-exempt

ACCOUNTABLE TO: City Administrator

SUMMARY STATEMENT: Position provides administrative and communication services for all city departments; police, public works and fire, requiring the ability to learn all facets of listed department operations. Good communications skills are required along with the ability to work well with city department personnel and customers.

MAJOR AREAS OF ACCOUNTABILITY: Performs administrative duties such as answering phones, park reservations, handling walk-in inquiries, issuing licenses, filing, copying, word processing, assisting with building permit applications, selling tickets, counting pool receipts, sewer/water billings, organizing office functions and public meetings. Also provides direction for the city website, communication tools and generating informational reports. Other duties may involve maintaining and updating ordinances, resolutions, rental licenses, fire department billings, liquor licenses, meeting posting, notifications and other projects as assigned.

COMMON PERFORMANCE STANDARDS: All city employees are expected to deal with residents and co-workers in a positive and respectful way and perform their duties in a safe and effective manner. The Administrative Assistant Communication's duties also require the ability to prioritize tasks and responsibilities on a daily basis; to handle issues and requests with (especially) city residents; 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, 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: A 2 or 4 year business or communications degree with experience working in an office as a team is desired. Experience may substitute for education. Knowledge and experience with computer programs in Word, bookkeeping, PowerPoint and design layout software valued. Organizational and customer service skills with the ability to work independently. Organizational and customer service skills with the ability to work independently.

**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 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.

### **FULL-TIME ADMINISTRATIVE & COMMUNICATIONS ASSISTANT**

The City of Foley is seeking applicants for a full-time administrative & communications assistant to provide services to all City departments; police, public works and fire requiring the ability to learn all facets of listed department operations. Good communication skills are required along with the ability to work well with city customers.

This position will also be responsible for answering phones, utility billing, collections and other duties as assigned.

General qualifications: A 2 or 4 year business or communications degree with experience working in an office as a team is desired. Experience may substitute for education. Knowledge and experience with computer programs in Word, bookkeeping, PowerPoint and design layout software valued. Organizational and customer service skills with the ability to work independently.

Interested parties are to submit a cover letter and resume to: City of Foley, PO Box 709, Foley, MN 56329 by 12noon Friday