City of *WILLMAR*

ADMINISTRATIVE ASSISTANT

APPROVED: April 5, 2000
REVISED: *November 2013*
REVISED:
REVISED:

Position Title: Administrative Assistant
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Administrator
Pay Range: 7 **FLSA Status:** Non-exempt

Purpose

Performs supervisory, administrative, secretarial, and clerical work with primary responsibility for supporting the City Administrator. Also contacts or is contacted by individuals of all levels, regularly representing and acting on behalf of the City Administrator. Serves as a confidential employee.

Organizational Relationships

Reports to: City Administrator
Communicates with: *Internally* - All department directors, City Attorney, other City employees, Rice Hospital and Municipal Utilities personnel; *Externally* - Various state agencies and state legislators, many county departments, local business and community organizations, local schools and college, League of Minnesota Cities and Coalition of Greater MN Cities, labor/financial and other contracted consultants, and local media.
Supervises: Secretary/Receptionist, Clerk-Stenographer and Clerk-Stenographer II.

ESSENTIAL FUNCTIONS

Assist in developing and monitoring administrative policies and procedures of City; assists with development of operational plans.
Evaluate state and federal programs to determine feasibility for City.
Conduct, research, coordinate and prepare special reports.
Perform liaison activities between various departments within the City proper, the Municipal Utility and Rice Hospital; and assist City departments with program planning and evaluation.
Coordinate activities with the Mayor and Council as directed by the City Administrator.
Maintain the personnel policy and procedures manual, the City's compensation program and assist the Administrator with collective bargaining.
Prepare Administrator's correspondence, reports, agreements, etc.
Perform employee records activities.
Compose/design, edit, type and distribute reports, letters/memoranda and other documents; draft agreements, contracts and leases.
Assemble data, prepare accurate records/reports, and maintain physical and computer files.
Prepare ordinances and resolutions for Council meetings; number and publish ordinances upon adoption and ensure they are codified into the Municipal Code.

ESSENTIAL FUNCTIONS (continued)

Compile and arrange items for Council and Committee meetings; prepare meeting minutes for various bodies such as the City Council, Labor Relations, Finance and various other committees.

Keep records of Council and all Committee/Board/Commission past minutes; and maintain official Council Proceedings books.

Maintain official documents including City Clerk's general files.

Provide routine information and assistance, respond to inquiries from employees and residents, receive and personally handle residents' complaints or refer to appropriate person.

Authorize and release information pertaining to topics such as City ordinances, Council actions and City services.

Coordinate meetings, retreats and appointment schedules.

Monitor/handle cash and collect/receipt fees, payments, other monies; disperse payroll and expenditure checks; and maintain petty cash.

Requisition and purchase equipment, services and supplies.

Compile data for and monitor departmental budgets (Administrator, City Council, Elections) including and monitoring billings for supplies, equipment, meetings and retreats and authorizing expenditures.

Supervise front office clerical staff: delegate work and assignments; maintain vacation/time off calendar; initiate activities and office procedures; conduct/coordinate training; and assist other departments during staff shortages.

Confer with Administrator to develop strategies on various projects; identifies/recommends consultants to provide professional services; works with consultant to provide documents, information, develop project schedules; and makes arrangements for meetings, facilities, and participants. Reviews and monitor proposals, agreements, and contracts.

Liaison with bond counsel in preparation of notices, resolutions, extract of minutes, ordinances, official statements.

Other Duties and Responsibilities

In Clerk-Treasurer's absence: prepare and deposit checks/cash receipts and make investment transfers; and clerk City Council meetings.

Performs other related duties as assigned or apparent.

Required Knowledge, Skills, and Abilities

Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.

Knowledge of City Council procedures, practices, and responsibilities.

Knowledge of business English, spelling, punctuation, and office practices/procedures.

Ability to compile/assemble data and prepare accurate records/reports.

Required Knowledge, Skills, and Abilities (continued)
Ability to understand and follow orders and written instructions.
Knowledge of city and state programs, mandates, and routines.
Skill in communicating verbally and in writing.
Skill in operating computer programs and office equipment.
Ability to plan and organize projects, schedules, and work activities.
Ability to supervise support personnel.
Ability to work independently and with other departments.

Machines, tools and equipment used: Computer and printer, telephone, typewriter, two-way radio, calculator, fax and copiers.

MINIMUM QUALIFICATIONS
Associate degree from a technical or business college in related area and four to eight years of previous secretarial/clerical experience, including executive level support, with office management skills.

Preferred Qualifications
Bachelor's degree in related area or greater experience in position(s) of similar complexity.

Working Conditions
Works in typical office setting, sitting/standing for extended periods of time. Works at computer and desk. Use fines motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.