



<b>JOB TITLE</b> Senior Executive Assistant to the Administrator & City Council/HEDA	<b>DATE</b> November 6, 2013
<b>DEPARTMENT</b> Administration	<b>COMPARABLE WORTH RATING</b>

**REPORTS TO –City Administrator**

**SCOPE OF POSITION:**

General Statement of Duties: Performs confidential duties and general duties involved with the operations of the City Administrator and the City Council.

Equipment Used: Telephone, computer, copy machine, calculator, election machines, etc.

Work Environment: Indoor, controlled office setting.

Supervision Received: Works under the administrative direction of the City Administrator and City Council

Supervision Exercised: None.

**The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**PERFORMANCE RESPONSIBILITIES:**

The following list, not intended to be all-inclusive, as duties will vary depending upon the direction of the City Administrator, City Clerk, and the City Council.

- Receive instructions from City Administrator, City Clerk, and the City Council.
- Answers routine inquiries from the public and routes to appropriate department.
- Prepares reports by gathering, finding, assembling, and summarizing information and data
- Takes difficult transcription and typing correspondence, proceedings, ordinances, contracts, orders, motions, information, reports, minute’s memoranda, letters, and other documents.
- Plans, organizes, and maintains, department’s general and confidential filing system
- Prepares and distributes agenda for Council, HEDA and City meetings.
- Takes dictation and transcribes both public and closed council meetings.
- Takes dictation and transcribes City meeting as needed.
- Answers phone, attends counter, gives out information, and answers inquiries about department standards and procedures.
- Interviews citizens regarding concerns and complaints; and takes steps to see that they are resolved
- Types both general and confidential letters and reports relating to other city departments
- Answers routine letters and memoranda independently



- Set up appropriate laser fiche filing system
- Coordinates and assembles City's Ordinance books
- Serves as a receptionist and arranges committee meetings.
- Issues licenses and receipts in accordance with standard policies and procedures
- Arranges transportation and accommodations for City Officials.
- Assist the public with the appropriate forms and instructions for Liquor Licenses, special events, liability claims, raffle permits, etc.
- Perform HEDA accounting activities.
- Coordinate and attend HEDA meetings, process highly confidential information.
- Assist the City Administrator, City Clerk, City Council and Human Resources Director with confidential projects.
- Assist the City Clerk with confidential information as needed.
- Provide information, explanation, and assistance to Department heads and the general public.
- Coordinate benefit changes with the Human Resources Director for payment of Health, Dental and Life insurance billings.
- Monitor operations to ensure compliance with applicable laws, regulations, rules and policies.
- Assit the City Administrator as called upon.
- Assist Finance Director with election activities.
- Other duties as assigned

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable ability to communicate tactfully and effectively with elected officials, City staff, and the general public.
- Considerable ability to organize work well.
- Considerable ability to understand problems and give clear and satisfactory explanations.
- Considerable ability to prioritize work projects and work independently in the absence of specific instructions.
- Considerable ability to use computer, calculator, and other office machines.
- Considerable knowledge of spread sheets, word processing and internet.
- Physical Efforts: Minimal physical exertion extended sitting, ability to lift up to 20 pounds.

#### **MINIMUM QUALIFICATIONS:**

- Must be able to work tactfully and effectively with elected officials, City Staff, and the general public in order to obtain desired results.
- An A.A. or A.S. Degree in Business, Office Administrative or closely related field.
- Associate of Arts Degree preferred
- Considerable ability to organize work well.
- Ability to prioritize workload
- Five to ten years experience in City government preferred
- Ability to maintain highly confidential information
- Self-motivated, ability to work independently, yet a team worker.
- Strong customer service skills with the ability to multi-task.



REVIEWED AND APPROVED BY:

A handwritten signature in blue ink, appearing to read "Tom Dicklich", written over a horizontal line.

Tom Dicklich, City Administrator

11-8-13  
Date