

POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: Administration

Date: May 11, 2022
Union: Non Applicable

GENERAL PURPOSE:

A full-time position appointed by the City Manager. Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Manager and administrative staff as directed by the City Manager. Assists in administrating the standard operating policies and procedures for the City of Geneva

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager and/or designee.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs routine and complex clerical and administrative work in preparing correspondence, taking minutes at various meetings, prepares and distributes City correspondences, answers phones, received the public, provide customer service, data processing and bookkeeping.

Composes, types and edits a variety of correspondences, reports, memorandums, and other material requiring judgement of the content, accuracy and completeness.

Schedules appointments and performs other administrative and clerical duties as assigned by City Manager.

Assists in the preparation of grant applications and various reporting related to those grants.

Serves as recording secretary for various meetings and will be required to take minutes and prepare agendas and meeting packets.

Performs human resource duties and will be responsible for personnel files, advertisement of job vacancies, conducts interviews, handles orientation of new employees, sets up new employee benefits, resolving employee insurance renewals and issues and serves as Cobra Administrator.

Assists in the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.

Provides support and guidance to management to understand the requirements for recruitment, advertisement of job vacancies, interviewing, job postings and applicants, identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.

Performs other duties as required.

PERIPHERAL DUTIES:

Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.

DESIRED QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, bookkeeping, Human Resources
- B. Five (5) years of equivalent related experience or any equivalent combination of related education and experience.
- C. Knowledge of employment-related laws and regulations and applicable federal, state and local statutes.

REQUIRED QUALIFICATIONS:

- A. Three (3) or more years' experience in Administration and/or Human Resource related field.
- B. Outstanding personal integrity and ability to maintain confidential information.
- C. Demonstrated computer literacy and organizational skills, excellent written and verbal communication skills.
- D. Able to understand complex verbal and written work assignments, able to plan, organize, prioritize and complete work within established deadlines.
- E. Skilled in operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED:

Personal computer, Microsoft Office, QuickBooks and other various software, typewriter, calculator, scanner, postage machine, phone, fax and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hand to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are illustrations of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job descriptions.)

Supervisor: _____ Date: _____