

# Administrative Assistant, Facilities

DEPT: Parks, Building, and Cemetery	FLSA: Non-Exempt
DIV:	EEOC: Admin Support
DATE: Nov 2023	



## POSITION SUMMARY

Performs a variety of **full performance, routine administrative and complex clerical duties** as needed to expedite the Facilities department services. Follows established processes and procedures.

## SUPERVISION RECEIVED

Works under the general supervision of the Parks, Buildings and Cemetery Director.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTION

**General:** Performs a full range of secretarial duties as needed to provide clerical support to department; acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions from the media; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices; maintains various program, activity and service files, records and documents.

Schedules and attends meetings; attends departmental staff meetings; takes minutes of proceedings; transcribes minutes and produces permanent records; distributes minutes for review and approval.

Monitors alarms and contacts the appropriate individual for response.

Receives calls and complaints from the public; prepares work orders for all three departments.

Monitors accounts payable and prepares invoices; prepares billing for damage to City property for the risk manager.

Collects data from various departmental divisions and programs; organizes information into reports and various informative documents; maintains records and report files; performs general bookkeeping; maintains office inventory, orders supplies.

Receives and processes purchase order requests from authorized department personnel; monitors status of purchase orders; examines materials and packing statements to assure proper receipt of items.

Notary public certification for departmental use.

Receives and processes office mail; operates various types of office equipment; operates personal computer and various software applications for word processing.

Prepares and maintains current inventory of buildings sq footage and park and open space acreage.

Provides reception and clerical backup for cemetery; may enter call information into specialized software programs, i.e., I-Works, documents calls for road cuts, closures, etc. and apprises callers.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and experience:
  - A. Graduation from high school with general office practice and procedures; plus one (1) year of specialized training related to above duties;  
AND
  - B. Two (2) years of responsible experience performing above or related duties;

OR

  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** modern office practices and procedures; grammar, spelling, and punctuation; modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications, such as Microsoft office suit, etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, etc. **Working knowledge of** administrative procedures; interpersonal communication skills, bookkeeping, and basic accounting.

**Skill** in taking and transcribing dictation from handwritten notes or from recording equipment; computer keyboard operations.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Type 50 words per minute accurately.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Essential functions generally require communication such as talking, hearing, and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)