Full Time

Administrative Assistant

Reports to Mayor/Director of Administration

Hours: 8am to 4:30pm with occasional evening requirements

**Essential Duties and Responsibilities:**

* Oversees the communications and constituent services for the Mayor’s Office:
	+ Answering telephone calls, emails and assisting visitors at the front desk;
	+ Providing information and handling issues that require sensitivity with sound independent judgment;
	+ Conducts research, responds to requests for information and resolves complaints from constituents;
	+ Refers certain issues to appropriate staff members or City departments for resolution;
* Maintains and updates the City’s website and other approved social media platforms to disseminate information to constituents.
* Plans, organizes, and schedules administrative support to the Mayor and Mayor's staff:
	+ Oversees the preparation and typing of correspondence, memoranda, reports, resolutions, proclamations, agreements, presentations, forms and other documents;
	+ Ensures documents are accurate, complete and conform to Mayor's Office standards, policies and procedures;
	+ Confirms materials, reports and documents for signature are accurate and complete
* Attends and coordinates selected Boards, Commissions and Council Meetings creating the agenda and distributing to attendees as well as taking notes and preparing meeting minutes.
* Manages business licenses, the community room and anything involving weddings or the Oath of Office.
* Responsible for assisting the service and accounting departments when needed.
* Any other responsibilities assigned by the Mayor or Director of Administration.

**Qualifications:**

* Recordkeeping principles
* Maintain discretion in working with confidential and sensitive information
* Strong customer service skills
* Excellent written communication
* Well organized and ability to work well independently and with a team
* Accuracy and attention to detail is a must
* Strong knowledge of MS Office Suite and Google Workspaces
* Familiarity with basic book keeping, preparing spreadsheets and reports
* **Experience and/or Education:**
* High School Diploma with a min. of 5 years of related work experience
* High School Diploma with a Tech school certification and 2 year of interning and/or working
* Associates degree in business administration, finance, billing or related subjects and 2 year of related work/intern experience