

JOB DESCRIPTION AND SPECIFICATIONS

CITY OF HARLAN

Job Title: Administrative Assistant

Incumbent:

Department: Administration

Reports to: City Clerk

Date:

FLSA Status: Non-Exempt

JOB SUMMARY

Under supervision to perform a variety administrative, financial, and specialized office procedures, including working with the public, supplying general information, maintaining public records, administration and maintenance of City Website and Facebook page, serving as secretary for Board of Adjustment, Planning & Zoning Commission and Park and Rec Board, assisting the City Clerk and Deputy Clerk with various day-to-day duties and operations of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Greet and assist the public, answer telephones, supply general information
- Assist in the preparation and distribution of meeting agendas, packets, and minutes as well as related materials
- Accounts Receivable - Prepare, process, and track outgoing invoices/statements through the accounting software system, and follow up on outstanding issues
- Accounts Payable - Enter invoice information into the accounting software system for claims lists, update and maintain vendor accounts
- Verify deposits, cash on hand, and take deposits to bank
- Maintain lists of Council Committees, Boards and Commissions
- Serve as recording secretary for the Board of Adjustment, Planning and Zoning Commission and Park and Rec Commission, and maintain records, conduct research and produce mailings for each
- Prepare various certificates of appreciation, proclamations, and related documents
- Maintain a variety of financial reports and accounts for various City activities, projects, rentals, past due accounts, taxes, etc.
- Distribute monthly reports to city departments
- Issue and maintain all licenses and permits including but not limited to building, sewer, business, liquor, solid waste haulers, cigarette and prepare related reports
- Prepare and process Tax Abatements and associated documents and reports

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- Must be acquainted with the Code of Ordinances and Zoning Regulations
- Assist in maintaining the official records of the City of Harlan, including minute books, resolution books, and ordinance books
- Use a computer to process a variety of documents and forms
- Enter data into and maintain spreadsheets
- Administer, maintain, and post information to the City Website and Facebook page
- Maintain regular and punctual attendance at work
- Establish and maintain effective working relationships with fellow employees, City officials and the general public

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school graduate or GED supplemented with college level course work and prior experience in a municipal clerk office or any combination of experience and training which provides the required knowledge, skills and abilities in modern business and office practices, public relations, and accounting. Knowledge of MS Office, computer programs and ability to learn new accounting software skills. Experience in administrating and maintaining website and Facebook page data. Must have good organizational skills, be able to maintain confidentiality, be self-motivated with the ability to complete tasks in a timely manner, be able to multi-task, and have good communication skills to interact with staff, elected officials, and citizens.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**Physical requirements**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Demands

Requires a working knowledge of municipal government; and business math, inter-personal relations, and the ability to use the English language effectively. A

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working knowledge of office equipment and procedures; a comprehensive knowledge of the principals and practices of governmental accounting, computers and related software; ability to apply current office technology, resources, and services to assist the general public and fellow employees. Ability to exercise independent judgment in making decisions in accordance with established policies and regulations, and to assist in the administration and coordination of general office activities.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to employees and the general public. Requires the ability to speak clearly, distinctly, and effectively with fellow employees; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs, and services; and to provide and follow verbal and written instructions.

Work Environment

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

Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Office attire is business casual. The noise level in the work environment is usually moderate.

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I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts, or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Department Head

Date

Date

The City of Harlan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.