

**City of Sebastopol
Job Description**

Job Title: Administrative Assistant
Division: Miscellaneous
Department: As Assigned
Location: As Assigned
Shift: As Assigned
Reports To: As Assigned
Prepared By: Human Resources
Approved By: City Council
Amended Date: October 7, 2014
FLSA Status: Nonexempt

SUMMARY

Works under a minimum of supervision performing office support work and receiving requests for information and providing assistance to individuals. May reference the current fee schedules, charging for and collecting any fees due to the City at time of filing. Serves as receptionist for telephone calls and visitors and receives inquiries from citizens, answers those inquiries when possible and otherwise directs them to the appropriate department. May prepare agenda packets, attend meetings and take minutes. May operate telecommunications equipment. Coordinates inter-department activities as required and performs other clerical duties as assigned by Department Heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs difficult office support work, which may require the application of technical skills or knowledge of detailed or specialized activities. Performs a wide variety of routine and complex office, administrative and technical support task and duties, including organization and coordination of work; ability to set priorities and meet deadlines; Assists the public by phone any may receive visitors at a public counter; listens to and receives complaints; Responds to questions and concerns from the general public when possible and otherwise directs them to the appropriate staff person or department; Represents the City to all callers and visitors in a professional and customer-friendly manner; Performs routine accounting tasks; May prepare departmental payrolls; Schedule inspections, meetings and appointments for Department staff as required;

Attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, keeping reference materials up to date and monitors department expenditures as appropriate. Prepares reports, letters, memoranda, statistical charts, and other materials. Types departmental correspondence and reports and maintains files in a neat, organized manner. Operates telecommunications equipment, calculator, bindery, copier machine, fax machine, computer and other related office equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Three years related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and provide documents such as zoning ordinances, regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate orally to members of the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Driver's license.

OTHER QUALIFICATIONS

Ability to type, use PC-based word processing software, including Microsoft Office Professional Suite and have basic computer skills.

Ability to set priorities among multiple tasks with minimum of supervision.

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 stand and/or walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; 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 the ability to adjust focus.

Appointment to this position will be contingent upon passing a standard City medical examination.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters 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 moderate.