

## **JOB DESCRIPTION**

**Administration  
City of Arlington**

Title of Class: Part-Time Administrative Assistant  
Effective Date: April 16, 2018  
Pay Status: Non-Exempt

### **DESCRIPTION OF WORK**

General Statement of Duties: The primary purpose of part-time Office Assistant is to provide general administrative support for the Administration Departments and to assist the Department in accomplishing its organizational goals and objectives. Time will be spent working with the Administrator to prepare for Council meetings, document meeting minutes with an accurate and detailed account of motions made and topics discussed and conduct research to assist in Council decision making.

Supervision Received: Works closely with the Administrator, Deputy Clerk and Community Center Coordinator/Office Assistant and is under the direct supervision of the City Administrator.

Supervision Exercised: None.

### **TYPICAL DUTIES PERFORMED**

The duties listed below 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1. Works with the Administrator in the preparation and organization of Council packets. This will include communicating with staff and contractors to identify agenda items, researching topics through the League of MN Cities or via telephone survey of neighboring cities, identifying options available to the Council and providing a recommendation that best meets the needs of the City long-term.
2. Prepares the City Council minutes by reviewing the meeting video and writing minutes which contain an accurate and detailed account of the people in attendance, motions made, topics discussed and actions taken as part of each meeting. Maintains official records of City Council meetings and facilitates obtaining signed resolutions and distributing to outside agencies as is required for the Council to conduct business. Attend Council meetings in the Administrator's absence.
3. Assists Administration staff by overseeing and managing projects which will involve working with staff, contract employees, committees and members of the public to coordinate, plan and lead progress towards a desired outcome. This will include serving on committees, helping to

plan various City events and soliciting Capital Improvement Plan (CIP) projects from department heads and contractors to assist in budgeting.

4. Oversees the City's data and records management system by researching and developing a data retention schedule for the City. This responsibility will include becoming familiar with the City's Laserfiche system, developing an index for the logical retention of documents and working with staff, including possibly summer interns, to promote storing documents electronically and scanning documents currently in storage.
5. Assist the Administrator by fielding phone calls and scheduling meetings in his absence through management of an electronic calendar. Schedule committee meetings and in some cases assist the Administrator by creating committee agendas. Assist other City staff to learn how to more efficiently and effectively use and share their calendar with other staff. Register Council members and City staff for training and make the necessary lodging arrangements.
6. Assist Administration staff by performing confidential secretarial duties including proof reading, preparing a variety of word processing and spreadsheet documents using Microsoft Word and Excel, as well as, assisting in the creation of PowerPoint presentations. Writes correspondence, prepares mailings, creates forms and templates and revises policies with input from Administrator.
7. Temporarily performs any and all functions within the Administration Department in the absence of other employees, due to illness, FMLA or Paid Time Off (PTO), etc. This position will be trained to temporarily back up current Administration staff in the area of community center coordinator and web site maintenance, sign messaging and postings.
8. Oversees and processes all building permit applications for permitted uses and/or activities, which comply with the provisions of the City's Zoning Ordinances working closely with Zoning Administrator and Building Official.
9. Maintains, organizes and secures official records of the City: publishes and records documents, notices and contracts as required; ensures compliance with Minnesota Data Practices Act, and State and City record retention policies; maintains all land and equipment ownership records, including titles, deeds, abstracts, and easements.
10. Assists professional staff in reporting by collecting and compiling data and statistics for reports including budget, workers' compensation, insurance schedules, ethics forms, etc.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of, and ability to understand/apply, state and federal laws, City ordinances and policies, departmental policies, procedures and directives.
2. Knowledge of, and skill in, the correct use of English in business writing.
3. Knowledge of data privacy and open meeting law requirements.
4. Skill to communicate successfully with a variety of individuals and handle a variety of customer service situations.
5. Skill in the operation of computers and pertinent software packages; including but not limited to Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat.

6. Ability to make minor decisions in accordance with established policies and procedures.
7. Ability to handle confidential and sensitive information with appropriate degree of discretion.
8. Ability to research and analyze data, determine alternatives, and make recommendations.
9. Ability to work independently and plan, organize and prioritize work tasks.
10. Ability to prepare work results with 100% completeness and accuracy.
11. Ability to handle interruptions and concentrate on the task at hand.
12. Ability to perform multiple tasks at one time and ability to focus on the task at hand even during stressful and time-critical situations.
13. Position requires a considerable amount of public contact requiring skills in working with people and the ability to handle irate customers.
14. Ability to communicate effectively both orally and in writing with coworkers, city administrative staff, the media, a variety of diverse individuals and the general public.
15. Ability to learn and use various pieces of office equipment.
16. Must be flexible with schedule in the absence of other staff which includes the possibility of meeting potential customers on the weekend and/or responding to needs at the community center on the weekends.

#### **PHYSICAL REQUIREMENTS**

The primary tasks and functions of the position consist of typical office functions. May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 25 pounds. Tasks may require extended periods of time at a keyboard and/or desk.

#### **MINIMUM QUALIFICATIONS**

Must possess and maintain a valid Minnesota Class "D" driver's license. Must have graduated from high school or have a GED equivalent. Must be able to maintain a high level of confidentiality in dealing with sensitive topics.