

POSITION DESCRIPTION

City of Monett

monjobOMAA

JOB TITLE: Administrative Assistant – Administration

DEPARTMENT: Public Works

SALARY RANGE: Payroll – Level 5

IMMEDIATE SUPERVISOR: City Clerk

ESSENTIAL FUNCTIONS

- I. Administration (under supervision of City Clerk) 30% of Time
 - A. Performs a wide variety of administrative and clerical duties as requested including typing, filing, purchase orders, service orders, invoice coding, Power Point presentations, etc.
 - B. Performs billing for various department upon request. (Fire, Golf, Public Works, and Administration)
 - C. Assists Accounts Payable with data entry upon request.
 - D. Distributes plats for new subdivisions to department heads for review, sets up meeting with department heads to discuss concerns, attends meeting and takes brief notes.
 - E. Assists the City Clerk in preparing the Administrative Budgets upon request.

- II. Finance (Director of Finance is fully responsible for accuracy of reconciliations and journal entries) 30% of Time
 - A. Assists in updating City website as requested.
 - B. Verifies daily the completion of the backup disc/file of the server. Notifies Director of Finance and IT provider if there is a problem.
 - C. Creates reports from Caselle system as requested.
 - D. Assists with user security as requested.

- E. Assists with data entry for bank statement reconciliations and necessary journal entries.
 - F. Assists with data entry for State sales tax data relating to TIF 1 and TIF 2 billing. Bill for TIF 1 and TIF 2 sales tax.
 - G. Pulls and scans capital invoices for audit work papers. Pulls and scans TIF invoices for TIF reimbursement to General Fund.
 - H. Assist with TIF 1 and TIF 2 annual reports upon request.
- III. Collections (assists with Collection Office as requested by Director of Finance) 10% of Time
- A. Opens a cash drawer in Collection Office two days a week and is available to work a window if needed.
 - B. Provides assistance with any problems relating to billing and/or collections.
- IV. Public Works 25% of Time
- A. Obtains bids, writes purchase orders, and obtains necessary approvals.
 - B. Matches invoices with purchase orders and submits them to Accounts Payable.
 - C. Reviews Public Works monthly financial reports from Finance Director correcting any discrepancies.
 - D. Writes grants as directed by the Superintendent. Composes specifications as needed. Tracks all grant expenses. Writes and submits legal notices, reports, and reimbursement requests. Maintains documentation for Public Works grants.
 - E. Maintains computerized cemetery program assuring for efficiency.
 - F. Maintains emergency call-in list assuring for accuracy.

- V. Telephone and Public Relations Activities 5% of Time
- A. Address customers' concerns and questions in person and via phone, assuring for professionalism, courtesy, and the best PR for the City.
- C. Submits ads and legal notices as requested.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average amount of overtime/extended work hours required.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 30 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Must possess a valid Missouri Driver's License.
- ◆ Minimum of 5-years experience in office administration required.
- ◆ Proficient in Excel and Word, ten key.

- ◆ Ability to type 70 w.p.m.
- ◆ Accounting experience beneficial
- ◆ Must pass pre-employment drug testing and periodic drug testing as required.
- ◆ Subject to emergency call-in.
- ◆ Able to follow oral and written instructions.
- ◆ Able to deal effectively and courteously with associates and the general public.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch