
POSITION SUMMARY

Job Title:	Administrative Assistant	Status:	Non-Exempt
Department:	Administration	Pay Type:	Hourly
Reports To:	City Administrator	Education:	Associate's Degree preferred.

The Administrative Assistant has a fundamental role at the City, working collaboratively across departments to uphold the City's mission of delivering services with a standard of excellence. The Administrative Assistant works under the supervision of the City Administrator, executing day-to-day operations and special projects. This role will implement and advise on a variety of operational improvements contributing to a culture that is both supportive, team-centric, and service driven. The ability to think strategically, critically, and systemically are critical to the success of this role.

The Administrative Assistant is the first point of contact for the Municipal Building. This role provides a variety administrative support to include but not limited to customer service, payment processing, the processing of municipal applications, report generation, preparing official communications, website and social media management, assisting with the administration of elections, and special projects as assigned.

In addition to providing cross departmental administrative support within the Municipal Building, this role will also involve collaboration with personnel on economic development initiatives. This position's diversity allows for a broad spectrum of knowledge in municipal operations, enabling direct and meaningful engagement with other professionals and the community.

This position is well suited for someone seeking a dynamic and versatile role in operations, human resources, finance, and public service. There are no supervisory duties associated with this position, however you will be handling confidential information associated with personnel files.

ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES

Administrative

- Acts as first point of contact for the city by providing prompt and professional customer service in person, by phone or via email.
- Handles general complaints and inquiries.
- Acts as cashier, prepares deposit slips, completes related cash receipting procedures.
- Assists with the creation of agendas, records meeting minutes, and schedules virtual meetings.
- Drafts documents such as resolutions and proclamations as directed.
- Creates/submits various reports as directed.
- Add and update employee information in payroll software.
- Assists with payroll duties as assigned.
- Provides new employee onboarding and training.
- Provides newly elected official onboarding and training.
- Provides recommendations for improvements to office processes and procedures.
- Assists in monitoring contracts and leases. Prepares necessary documentation.
- Completes special projects as assigned.
- Provides administrative support to other departments as assigned or requested.

Communications/Media

- Creates and maintains website information including the calendar of events and news bulletins.
- Compiles information and photographs of projects, initiatives, items of interest and posts to the website on a routine/regular basis.
- Sees that agendas and minutes are uploaded to the website once available.
- Primary social media account manager.
- Maintains City directory.

Elections

- Assists the City Clerk in conducting and administering elections.
- Prepares, mails, and processes absentee ballots, and balances election data four times per year.
- Assists in the recruitment and training of poll workers.
- Registers voters as needed.
- Assists in preparing reports and information for elections.
- Assists in preparing voting location and remains onsite during elections.
- Assists with keeping accurate records in statewide voting system.

Licensing/Permits

- Assists with the issuance of various municipal licenses.
- Provides permit applications and processes fees.
- Assists with maintaining records of all municipal licenses issued.
- Assists with preparing and publishing notices and filing of state reports.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Competency with Microsoft Office suite.
- Understanding of or desire to learn social media and website management.
- Customer oriented, service driven.
- General understanding of financial and human resources functions.
- Strategic and critical thinking skills. Solution focused.
- A mindset of continuous improvement and learning.
- Effective time management, task prioritization, and organizational skills.
- Ability to work independently or in a team and manage deadlines.
- Eager to work as a team and support colleagues.
- Effective written and verbal communication skills.
- Ability to maintain strict confidentiality as it relates to human resources.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING: In evaluating candidates for this position, a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position may be considered.

- Graduation from an accredited college or university with an Associate's degree in human resources, finance, public administration, or related field preferred. Demonstrated experience is acceptable.
- Must be available for duty beyond normal workday as needed to attend official meetings at the request of the City Administrator. Additional hours may be required during elections and tax collection.

SUPERVISION/DECISION MAKING

- This position reports to the City Administrator. No direct supervisory responsibilities are required.

WORK ENVIRONMENT/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 position. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Mobility: The ability to move around an office environment. Frequently sitting, walking, standing, and occasionally climbing stairs or ladders.

Lifting and Carrying: Occasionally lifting, reaching, and carrying materials or supplies weighing 20 to 30 pounds. This may include documents, supplies, or other items needed for operations.

Driving: Operating a motor vehicle to travel between different sites, attend meetings, or perform other job-related tasks. A valid driver's license is typically required.

Manual Dexterity: The ability to manipulate small objects, use hands frequently to handle or feel objects, tools, or controls. This may include tasks such as operating computer keyboards, 10-digit keypad, postage devices, and other office equipment and devices.

Visual Acuity: Sufficient vision to read written and electronic materials. This includes near vision for reading fine print and distance vision for assessing larger areas or objects.

Hearing: Adequate hearing to communicate effectively with others in person and by telephone. This includes the ability to hear, understand, and communicate verbal information. The work environment noise level is low to moderate.

Environmental Exposure: Routine exposure to different environments, including inclement weather conditions, will occur when transporting notices, documents, and/or deposits from the Municipal Building.

WORK HOURS: Regularly scheduled hours are Monday through Friday from 8:00AM until 4:30PM with a thirty-minute lunch break. Additional hours may be required to attend official meetings, during elections, tax collection, or other times of increased demand.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.