

JOB TITLE: Administrative Assistant

GR/7

DEPARTMENT: Community Development/Grants, City of Jonesboro

JOB SUMMARY: This position is responsible for overseeing daily office operations and providing administrative support to the department, including but not limited to performing receptionist and public relation activities, including telephone duties.

MAJOR DUTIES:

- Performs administrative and clerical activities: Answering and directing phone calls; Receives and screens visitors; interprets department policies and procedures for staff; processes invoices; prepares and processes purchase requisitions/P.O.'s; maintains office supply inventory; maintains department files; prepares bi-monthly payroll.
- Supervises, monitors reporting, and trains part-time personnel.
- Processes incoming applications from program participants; maintain program participants' records; maintain program subrecipients' reports and records.
- Assists in preparing the annual department reports; performs accounting/bookkeeping duties, performs related fiscal year-end duties.
- Coordinates meetings for Department Head for public hearings, neighborhood activities, and presentations with department heads, vendors, various business associates, local/state/federal agencies.
- Provides information to the general public, City Council, other city employees, and department personnel as requested by Department Head
- Provides information and documentation to the media as approved by the Department Head.
- Create spread sheets, database, meeting agenda & minutes, assists with financial and federal reports.
- Keeps appointment calendar for Department Head.
- Types memorandums, letters, reports, and any other documents as requested by the Department Head.
- Processes incoming and outgoing mail for the department.
- Schedules training and seminars; makes travel reservations.

- Processes travel requests and authorizations; obtains travel receipts.
- Maintains confidential and department files.
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THIS POSITION:

- Knowledge of Computers, skill using Microsoft Office, Excel, Outlook, database creation
- Knowledge of understanding Legal Contracts/Agreements, Federal/State Grants
- Skills include financial reporting
- Knowledge of client filing systems and application procedures
- Knowledge of Public Services
- Skill communicating with Public Service Agencies and Clients
- Skill in supervision.
- Skill in organizing and coordinating work.
- Skill in records maintenance and file management.
- Skill in the use of a computer, calculator, copier, facsimile machine, and two-way radio.
- Skill in dealing with the public.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Department Head assigns work in terms of general instructions. The work is reviewed for the nature and propriety of the final results.

GUIDELINES: Guidelines include city personnel and purchasing policies and procedures, city ordinances, department policies and procedures, standard office practices and state/federal regulations and laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied administrative and supervisory duties. Frequent interruptions, time constraints, and the need for accuracy and attention to detail contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage daily office operations for the department. Successful performance contributes to the efficient operation of the department and facilitates coordination with other departments.

PERSONAL CONTRACTS: Contacts are typically with other department and city employees, department heads, elected officials, vendors, local/state/federal agency personnel, general public, and program participants.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, resolve problems, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table with intermittent standing and stooping.

WORK ENVIRONMENT: The work is typically performed in an office, some field work is required.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.