

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

Department:	Administration	Sub-Department:	None
Reports To:	City Manager	Backed Up By:	Assigned Staff
Supervises:	None	Backs Up:	Assigned Staff
Pay Range:	10	Classification:	Full Time/Regular
FLSA Status:	Non-Exempt	Updated:	12/11

GENERAL FUNCTIONS

To provide administrative and secretarial support to the City Manager's office.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Act as administrative assistant and first point of contact for the public to the City Manager's Office. Maintains the City Manager's appointment calendar and schedules meetings; arranges travel; places calls and announces visitors; attends to administrative details related to the City Manager's office. Composes correspondence with only general outline of required content.
2. Maintain City Manager's files and is familiar with necessary files and library materials throughout the City. Conducts research as necessary and provides administrative and technical backup.
3. Responsible for preparing, compiling, and arranging for the publication of monthly and annual departmental statistics. (Homer Profile)
4. Perform research, analysis, studies and reports on special projects as assigned by City Manager.
5. Provide staff support for airport terminal and land management functions.
6. Responsible for scheduling, coordinating and overseeing political and city events, grand openings, etc. as directed by the City Manager.
7. Assist the City Manager with administration of special event permits.
8. Provide administrative support for Personnel Director and Community and Economic Development Coordinator as assigned.
9. Coordinate Sister City Programs, trips as required.
10. Provide backup assistance to the Personnel Director as assigned.
11. Responsible for ordering and maintaining supplies for City Manager's office.
12. Maintain City Hall building key inventory.
13. Responsible for recycling program for City Hall.
14. Perform other duties as assigned by City Manager.

SKILLS, KNOWLEDGE AND ABILITIES

Three to five years of administrative experience in office environment with public contact. Requires high degree of written and verbal skills in composing letters and contact with the public. Ability to research, plan and mobilize resources. Work requires continual attention to detail in composing, typing, data entry and proofing materials, establishing priorities and meeting deadlines. Able to operate such general office machines such as a, personal computer, FAX and photocopier. This individual should have excellent typing skills and extensive knowledge of computer software applications that includes word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, and Power Point). The incumbent must have a high level of interpersonal skills to handle sensitive and confidential situations. The position continually requires demonstrated poise, tact and diplomacy. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. A high school diploma or GED required and some applicable college level courses preferred.

DECISION MAKING RESPONSIBILITIES/AUTHORITY

Required to handle routine tasks and capable of composing correspondence with minimal supervision. Responsible for being knowledgeable about all City activities and departments. Independent judgment required in handling public inquiries and/or problems. Minor budget authority at department level. Activities are a moderate source of potential liability to the City.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with the public and news media and with other employees and Department Directors seeking information and assistance pertaining to the functions of the City Manager's office and other City functions. Moderate frequency of contact with government officials and presentation and attendance at public meetings. Moderate frequency of contact with key service personnel.

WORKING CONDITIONS

Office environment. May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with irate members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Director of Public Works Signature

Date

Personnel Director Signature

Date

City Manager Signature

Date