

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **ADMINISTRATIVE ASSISTANT – ADMINISTRATION**

REPORTS TO: **City Clerk**

TYPE: **Non-exempt FBEO**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

A full-time position, under the general direction of the City Clerk. Performs a wide variety of clerical duties in support of the City Clerk's Office and the City Administration Department; responds to telephone inquiries, screens and directs calls and takes messages, assists in maintaining document databases, performs word processing, maintains spreadsheets, financial management software, and various other computer applications; prepares and maintains files, records and reports. Position also: 1) prepares agendas and minutes for City Council and City Council Committees, as necessary; 2) produces agenda packets using a customized software program; 3) attends City Council meetings in City Clerk's absence and prepares minutes using a customized software program; 4) assists City Manager and Human Resources staff with various paperwork, notices, and mailings.

ESSENTIAL FUNCTIONS:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, moving and servicing equipment such as copiers and fax machines, answering telephones. Requires the ability to give and receive oral information; the ability to climb flights of stairs; good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must have the ability to read/write and speak English. Must be able to enter data into computer accurately, read and understand all departmental requirements, prepare and compile reports, schedule community events, and exercise independent judgment within established guidelines.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Processes City facility use applications.
- Processes Limited Term Permits applications.
- Coordinates activities of the Technical Advisory Committee for review and approval of community events (parades, run/walks, fairs, etc.).
- Performs public noticing and posting per Brown Act requirements.
- Assists with Cost Time Reimbursement from the Police Department which includes billing DUI, and other costs.
- Prepares and types correspondence, agendas, and minutes of meetings, memos, reports, and forms

JOB TITLE: ADMINISTRATIVE ASSISTANT – ADMINISTRATION

from handwritten or typed draft and/or verbal instruction.

- Attends meetings of City Council and Council Committees as needed for the purpose of preparing minutes, notes or other documentation of actions.
- Finalizes, coordinates, publishes and distributes City Council packets, attends City Council meetings and prepares minutes of same in City Clerk's absence.
- Assists City Clerk in filing, preparing proclamations, resolutions and ordinances.
- Assists with City's Records Management and Retention Program and Document Imaging System.
- Administers Oaths of Office in absence of City Clerk.
- Provides administrative assistance to the City Manager and Assistant to City Manager.
- Completes routine and creative graphic design activities, such as designs for flyers, maps, brochures, signs, etc. for a variety of department activities.
- Assists Human Resources with administrative tasks including, but not limited to, candidate/panelist communication, benefits orientation/correspondence, open enrollment meetings, oral board/practical exercise creation/coordination, training administration, onboarding and test proctoring.
- Processes job announcements, including: develops, revises and proofs recruitment information, produces, copies and distributes job announcements, composes and places recruitment advertisements, and approves/audits bills for payment.
- Schedules and facilitates oral examinations, including: schedules room, notifies candidates of exam dates, determines and confirms panel participants, creates and maintains schedules, and compiles packets for panel members. May serve as a panel participant.
- Schedules and proctors written examinations, including: schedules room, orders examinations, notifies applicants, may manually score examinations, and establishes pass points with departmental input.
- Monitors certificates of insurance, maintains records and advises the public/contractors/staff on required content and form.
- Prepares contracts for various departments; tracks contractor's compliance with City's requirements for insurance, W-9, and Business License.
- Receives, sorts and directs incoming department mail; prepares a wide variety of materials for individual and bulk mailings.
- Maintains an inventory of office supplies, ordering and documenting purchase transactions.
- Operates copier, fax and postage machines.
- Establishes and maintains files and file systems, both standard and computerized, of considerable volume and moderate complexity.
- Greets visitors to the City; screens and responds to inquiries of a general or specific nature; takes messages; maintains calendars of meetings Responds to inquiries from the public, or directs to the appropriate responder.
- Maintains confidentiality of sensitive financial and human resources related data.
- Administers various activities requiring permits such as special events and film permits.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Microsoft Office, PaperVision, Legistar,

JOB TITLE: ADMINISTRATIVE ASSISTANT – ADMINISTRATION

Springbrook Financial Software, telephone, typewriter, fax machine, calculator (10-key tape type), copier, postage meter, printer, binding machine, shredder.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record- keeping applications.
- General functions and activities of municipal government.
- Basic computational skills.
- City Clerk statutory duties and City Clerk functions specific to the City of Fort Bragg.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Performing arithmetic and mathematical calculations rapidly and accurately.
- Researching and applying applicable laws and regulations regarding conduct of public meetings, rules of order and public records.
- Communicating clearly and effectively, orally and in writing, with co-workers and the public.
- Using email, spreadsheet and word processing software.

Ability to:

- Deal politely and effectively with the general public and co-workers.
- Follow complex procedures for a variety of processes.
- Organize and follow up on a variety of tasks in specific timeframes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties requiring the use of independent judgment.
- Multi-task and prioritize work flow.
- Exercise a critical approach to regular routines and make suggestions for improvement.
- Use Microsoft Office Programs in a proficient manner.
- Consistently meet scheduled deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.
- Establish and maintain professional, courteous and effective working relationships with others. Ability to perform data input quickly and accurately.

JOB TITLE: ADMINISTRATIVE ASSISTANT – ADMINISTRATION

MINIMUM EXPERIENCE/EDUCATION:

- High school graduate or GED; and three (3) years' experience in office management or reporting to an executive.
- Experience in the day-to-day operations of local government.

DESIRABLE EXPERIENCE/EDUCATION:

- A college degree (B.A., B.S.) in business or public administration or related field.
 - Two years' experience as a Deputy City Clerk.
 - One year bookkeeping and/or cashiering.
 - Ability to speak conversational Spanish.
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NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*