

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

REPORTS TO: DIRECTOR/MANAGER TYPE: NON-EXEMPT, CONF/NBARG

*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 Department Director/Manager. The Administrative Assistant's primary responsibilities are to provide a variety of clerical duties in support of City departments; respond to telephone inquiries, screen and direct calls and take messages; greet visitors of the department; perform word processing and various other computer applications; prepare and maintain files, resources and various other computer application. Incumbent provides assistance on various smaller projects, scheduling appointments, maintain calendars, assist with internal and public meetings, mailing letters, draft and proofread various correspondence. Provide assistance with public noticing, preparing agendas, and facilitate public meetings as requested. The Administrative Assistant will primarily work in a designated department, but will provide assistance to other departments as requested.

Pursuant to Personnel Rules and Regulations Section 7.2, Confidential positions are those which are privy to information that affects employee relations.

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional, and effective working relations with other City employees and members of the public.

ESSENTIAL FUNCTIONS:

Answer telephone; ability to give and receive oral information; reading comprehension; typing; computer literacy using diverse programs; ability to sit for long periods in office chair; oral communication with public; driving motor vehicle; ability to work long hours and evenings occasionally.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

Non-Departmental

- Greet telephone callers and visitors to the department; screen and handle inquiries of a general or specific nature; take messages; maintain calendars for meetings and appointments and deadlines.

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

- Prepare and type correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receive, sort and direct incoming department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operate copier, fax and postage machines.
- Establish and maintain files and file systems, both standard and on computer, of considerable volume and moderate complexity.
- Attend meetings of City Council and various committees for the purpose of preparing minutes, notes or other documentation of actions.
- Perform public noticing and posting requirements per Brown Act.
- Prepare and issues notices, permit documents, and other documents administered by the department.
- Respond to inquiries from the public and handles or directs to appropriate responder.
- Coordinate addressing with Postmaster, Assessor's Office and Emergency Service Agencies.
- Provides administrative support for other departments, including Finance and Administrative Services.
- Maintain an inventory of office supplies, ordering, and documenting purchase transactions.
- Access documents in both standard and computer files and programs.
- Completes routine and creative graphic design activities, such as designs for flyers, maps, brochures, signs, etc. for a variety of activities.
- Assists with contract preparation for various departments; tracks contractor's compliance with City's requirements for insurance, W-9, and Business License.
- Prepares for public meetings, including developing flyers, ordering refreshments, setting up meeting rooms, procuring appropriate supplies for events, takes minutes, prepares summary of proceedings, and other related duties.
- Perform other miscellaneous duties as assigned.

Administration

- Finalizes, coordinates, publishes, and distributes City Council packets, attends City Council meetings, and prepares minutes of the same in City Clerk's absence.
- Assists City Clerk in preparing proclamations, resolutions, and ordinances.
- Assists with City's Records Management and Retention Program and Document Imaging System.
- Administers Oaths in the absence of the City Clerk.

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

- Monitors certificates of insurance, maintaining records, and advising the public/contractors/staff on required content and form.
- 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 and panelists, may manually score examinations, and establishes pass points with departmental input.
- Establishes and maintains eligibility lists: compiles exam scores, applies points and establishes ranking, notifies candidates of results of examinations, complies with EEOC information, sends regret letters to applicants, certifies top candidates, notifies eligible candidates of interviews.
- Maintains application tracking system and eligibility lists, generates reports and correspondence using the tracking system, including exporting information to other systems.
- Assist Human Resources in creating and maintaining personnel files, job descriptions and salary matrix.
- Assist in website administration for Administrative Services and Human Resources, by creating, updating, and maintaining respective web pages using software as Adobe products, Microsoft Publisher, and other web and social media software.
- Conduct safety meetings, reviews and assists in updating safety protocols and assists in monitoring compliance with federal and state safety requirements.

Community Development

- Assist with the processing of planning permit, building permit, and sign permit applications, forms and other materials constituting the department's paper flow and record keeping. Includes preparing and routing files to appropriate departments, maintaining filing system and updating hard copy and electronic records for all permits.
- Coordinate and copies Planning Commission packets, attends Planning Commission meetings and prepares minutes of same.
- Coordinate addressing with Postmaster, Assessor's office, and Emergency Service Agencies.

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

- Prepare and issue notices, permit documents, and other documents administered by the department.
- Assist with grant related administration, file preparation, and maintenance, application preparation, billing, and invoicing.
- Maintain business development and loan program interests, and appropriately responses to both in-person and over the phone inquiries.
- Assist in work overflow normally delegated to Assistant Planner.
- Assist in processing of building permits and maintains building archives.
- Take and transcribe City Council meeting minutes in the absence of the City Clerk.

Police Department

- Perform assigned duties, while maintaining a high degree of confidentiality.
- Control sensitive and confidential information and reports.
- Accept and maintain a log of criminal and civil subpoenas, appearances, make notifications for all members of the department, and serve as a liaison with the Court.
- Receive found property and evidence.
- Prepare and issue notices of action and other documents administered by the Department.
- Coordinate addressing with Postmaster, Assessor's office, and Emergency Service Agencies.
- Assume duties of a Police Services Technician when necessary.

Public Works

- Attend and Clerk Public Works & Facilities Committee meetings for the purpose of preparing agendas, meetings, notes, or other documentation of actions.
- Prepares and issues contracts, permits, bid packets, and other documents administered by the department.
- Ensure compliance with applicable contractual and Labor Standard requirements in coordination with City Clerk.
- Responds to inquiries from the public and handles or directs to appropriate staff.
- Maintain Public Works' web page and social media presence, including monitoring social media activity, press releases, and other public outreach.
- Assist with grant related administration, file preparation, and maintenance, application preparation, billing, and invoicing.
- Support Water Division with backflow device test reporting.

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

- Monitor deadlines and assist in completion of reports required by the various regulatory agencies.
- Perform other miscellaneous duties as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Microsoft Office, PageMaker, CD Data (Assessor Records and Maps on CD-ROM), telephone, Clerks Index, CLETS Computer System, Live Scan System, FAX machine, iPad or tablet, smart phone, 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.
- General 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.
- The day-to-day operations of local government and its departments.
- Basic computational skills.
- Basic understanding of building and planning procedures.
- All aspects of the POST Administrative Manual (PAM) relating to reimbursement, professional certificates, Training Management System (TMS), and training requirements (Police Department).
- City Clerk statutory duties and City Clerk functions specific to the City of Fort Bragg (Administration).

Ability to:

- Communicating clearly and effectively, orally, and in writing with co-workers, contractors, council, and the general public.
- Maintain strict confidentiality and follow Health Insurance Portability and Accountability Act (HIPAA) of 1996 regulations
- Follow complex procedures for a variety of processes.

JOB TITLE: ADMINISTRATIVE ASSISTANT: CONFIDENTIAL

- Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Type and/or word-process at a minimum rate of 50 words per minute.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties including the use of independent judgment.
- Multi-task and prioritize workflow.
- Exercise a critical approach to regular routines and make suggestions for improvement.
- Effectively supervise the work of others.
- Maintain confidentiality.
- Consistently meet scheduled deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.
- Using tact, discretion, initiative, and independent judgement within established guidelines.
- Establish and maintain professional, courteous, and effective working relationships with others.
- Using email, spreadsheet, and word processing software.
- Take fingerprints and enter/retrieve data from the state criminal justice computer (Police Department).
- Obtain and maintain Class C California Driver's license with a good driving record.

MINIMUM EXPERIENCE/EDUCATION

- High school graduate or GED; and
- Three (3) years experience in general office management or reporting to an executive.

MINIMUM EXPERIENCE/EDUCATION

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

DESIRABLE EXPERIENCE/EDUCATION:

- Experience in the day-to-day operations of local government. A college degree (B.A., B.S.) may be used to substitute for two years' experience.
- Experience and/or certification(s) relating to Human Resources functions.

PHYSICAL REQUIREMENTS:

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, driving, moving and servicing equipment such as copiers and FAX machines, and ability to climb flights of stairs.

NOTE: *Accommodations may be made for some of the non-essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Z:\Job Descriptions\Administrative Assistant: Confidential
Established 08/2023

