

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ASSISTANT: NON-CONFIDENTIAL

REPORTS TO: DIRECTOR/MANAGER

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 Department Director. 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.

- 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

- Greets telephone callers and visitors to the department; screens and handles inquiries of a general or specific nature; takes messages; maintains calendars for meetings and appointments and deadlines.
- Prepares and types correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.

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- Receives, sorts and directs incoming department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates copier, fax and postage machines.
- Establishes and maintains files and file systems, both standard and on computer, of considerable volume and moderate complexity.
- Attends meetings of City Council and various committees for the purpose of preparing minutes, notes or other documentation of actions.
- Performs public noticing and posting requirements per Brown Act.
- Prepares and issues notices, permit documents, and other documents administered by the department.
- Responds to inquiries from the public and handles or directs to appropriate responder.
- Coordinates addressing with Postmaster, Assessor's Office and Emergency Service Agencies.
- Provides administrative support for staff of other departments, including Finance and Administrative Services that may include non-confidential human resources work relating to routine correspondence, recruitment, social media posts, and website updates.
- 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.

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- Monitors certificates of insurance, maintaining records, and advising the public/contractors/staff on required content and form.

Community Development

- Assists 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.
- Coordinates addressing with Postmaster, Assessor's office, and Emergency Service Agencies.
- Prepares and issues notices, permit documents, and other documents administered by the department.
- Assists with grant related administration, file preparation, and maintenance, application preparation, billing, and invoicing.
- Maintains business development and loan program interests, and appropriately responses to both in-person and over the phone inquiries.
- Assists in work overflow normally delegated to Assistant Planner.
- Assists in processing of building permits and maintains building archives.
- Takes and transcribes 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

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- 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.
- Assists with grant related administration, file preparation, and maintenance, application preparation, billing, and invoicing.
- Support Water Division with backflow device test reporting.
- Monitor deadlines and assist in completion of reports required by the various regulatory agencies.

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).

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- 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.
- Follow complex procedures for a variety of processes.
- 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.

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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.

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.*

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