



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	Executive Administrative Assistant		
Department:	Administration		
Supervisor:	Department Head		
Date:	February 2012	Position No.	ADM/2
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

The purpose of this position is to provide administrative support to Elected Officials, City Attorney, and City Administrator.

Job Scope:

The purpose of this position is to provide administrative support to the department, improve communications with the residents, and public relations. Successful performance helps ensure the efficient operation of the City.

Essential Duties and Responsibilities:

1. Performs reception duties for the Mayor, City Administrator, and the City Attorney.
2. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, creates employee and public newsletters, and calendars; proofreads documents; answers phones; coordinates travel, conference, and meeting arrangements; opens and distributes mail.
3. Coordinates meetings and schedules; attends meetings and prepares minutes; posts meetings on department calendars; acts as hostess for special meetings and events.
4. Receives and logs citizen complaints; directs complaints to appropriate department or agency for resolution.
5. Assists with special projects as requested; serves on various committees as directed by the City Administrator. May handle assigned grant administration.
6. Contributes material to City Council Agenda from Mayor and City Administrator.
7. Attends Department Head meetings.
8. Makes daily updates to City website, adding content to home page including alerts for the emergency broadcast system, Council meeting notices, news updates, links to the City's Face book site, public relations statements with an emphasis on communication with the residents of Sedalia.

9. Assists the City Council; handles travel, conference and seminar arrangements and meeting reservations.
10. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Associates degree in Secretarial Science, Business, Planning or related field from an accredited college
2. 2+ years of experience in a related field
3. Knowledge of Microsoft Office Products
4. Knowledge of municipal government practices preferred
5. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern administrative and secretarial practices.
2. Knowledge of the functions of all city departments.
3. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
4. Skill in assigning and supervising work.
5. Skill in operating a computer, various software programs, and other standard office equipment.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, the Comprehensive Plan, and parliamentary procedure rules.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to providing administrative support to the department, communications and public relations. Changing priorities contribute to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with other city employees
2. Chamber of Commerce and Economic Development representatives, elected officials, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, and resolve problems.

Supervisory and Management Responsibility:

The City Administrator and the Mayor assign work in terms of general instructions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.