



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>EXECUTIVE ADMINISTRATIVE ASSISTANT</b>		
Department:	Parks and Recreation		
Supervisor:	Park and Recreation Director		
Date:	February 2012	Position No.	PR/7
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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## **Job Summary:**

This position is responsible for providing administrative support to the department.

## **Job Scope:**

The purpose of this position is to provide administrative support to the department. Successful performance helps ensure the efficient operation of the department.

## **Essential Duties and Responsibilities:**

1. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, newsletters, and calendars; proofreads documents; answers phones;
2. Coordinates travel, conference, and meeting arrangements; opens and distributes mail.
3. Update website and electronic sites (Facebook) and electronic mail.
4. Serves as secretary to the Park Board: attends meetings; records and transcribes minutes; prepares and distributes member packets; submits meeting notices to newspaper for publication; posts meeting notices for public viewing.
5. Assists in the development of informational brochures, newsletters, and flyers; maintains mailing list database.
6. Tracks employee hours and completes payroll reports; assists new employees with completing required forms.
7. Prepares bid packets; submits bid notices to newspaper for publication; distributes bid packets to interested parties.
8. Assists in the budget development process.
9. Greets walk-in customers; provides information and registration materials; schedules facility rentals.
10. Accepts program and rental payments and fees; issues receipts; balances cash drawer.

11. Maintains and responds to department e-mail.
12. Balances the department's petty cash fund; submits reimbursement requests to Finance Department.
13. Records messages and announcements on the Parks and Recreation hotline.
14. Posts schedule changes due to holidays or special activities for public viewing.
15. Maintains records of uniform expenditures for full-time employees with uniform allowance.
16. Maintains office supplies inventory for department.
17. 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. High School diploma or GED
2. 3 years related office or administrative experience
3. Computer based training
4. Must be proficient with Microsoft Office Suite of Products
5. Must be able to quickly learn new software packages
6. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of modern administrative and secretarial practices
2. Knowledge of department policies and procedures.
3. Knowledge of standard business mathematics.
4. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
5. Skill in assigning and supervising work.
6. Skill in operating a computer, various software programs, and other standard office equipment.
7. Skill in interpersonal relations.
8. Skill in oral and written communications

**Guidelines:**

1. City and department policies and procedures.
2. The State Sunshine Law.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of varied duties related to providing administrative support to the department. The need to coordinate multiple projects amid frequent interruptions contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees
2. Vendors, sponsors, representatives of civic organizations, the media, other city employees, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has functional supervision over certain part-time, seasonal personnel.

**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.