

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	EXECUTIVE ADMINISTRATIVE ASSISTANT		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	February 2012	Position No.	PW/19
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for providing administrative support to the Public Works Director.

Job Scope:

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

Essential Duties and Responsibilities:

1. Performs reception duties for the Public Works Director.
2. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, 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.
4. Receives and logs citizen complaints; directs complaints to personnel for resolution.
5. Assists with special projects as requested.
6. Performs the job of Executive Administrative Assistant to Mayor and City Administrator in their absence as well as their routine job to the Administrative Assistant to Building Official and Community Development Director.
7. 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 department functions, policies, and procedures.
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. Department policies and procedures.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to providing administrative support to the Public Works Director. Changing priorities contribute to the complexity of the work.

Principal Working Relationships:

1. City employees, contractors, 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:

None.

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.