

Position Title: **City Administrative Assistant**
Accountable To: **City Administrator/City Council**

Opening Date: 1/2/2024

Pay Range: \$24.10 – \$32.60

Pre-Employment – Drug Screening, Background Check

PRIMARY OBJECTIVE OF POSITION

Performs intermediate administrative support work processing and maintaining records, providing clerical support for other departments, and related work as apparent or assigned. Work is performed under the moderate supervision of the City Administrator.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but not be limited to, the following:

- Performs all duties related to utility billing.
- Prepares and files all documents related to various organizational meetings.
- Composes the deposits for the bi-weekly payroll for all City staff.
- Issues licenses for liquor and tobacco; maintains records of licenses issued.
- Manages all rental agreements for lease of City owned property; issues check for security deposit returns.
- Provides customer service to members of the public including public notary services.
- Maintains inventory of office supplies.
- Maintains City seal.
- Records meeting minutes for various meetings.

Knowledge, Skills, Abilities

- Thorough knowledge of municipal government operations and procedures
 - Thorough knowledge of municipal record keeping procedures and requirements
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- General knowledge of accounting theory and principles
- General knowledge of standard office software and equipment
- General knowledge of municipal ordinances governing planning and zoning; general knowledge of routine legal procedures as related to the enforcement of laws and ordinances; ability to communicate effectively both orally and in writing.
- Ability to record and maintain detailed minutes, records, and files.
- Ability to establish and maintain effective working relationships with various professionals, other employees, department heads, elected officials and the public.

Qualifications

- High school diploma or GED and moderate experience in customer service and clerical duties, or equivalent combination of education and experience.
- This work requires the occasional exertion of up to 25 pounds of force.
- Work regularly requires sitting, speaking, hearing, using hands, handling and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.

Other Requirements of Position

- Employment contingent upon successful post-offer background check, credit check, and drug screen.

The City of Goodhue is an Equal Opportunity Employer. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.
