



South Weber City

Job Description

Title: Administrative Assistant	Classification: Part-Time
Department: Finance	Effective Date: 06-05-2017
Salary: \$16.00/DOE	Reports To: Finance Director
FLSA Designation: Non-Exempt	Last Revised: 03-30-2017

South Weber City is an "At Will" employer. Employment with the City is voluntarily entered into and the employment relationship can be terminated by either party at any time.

General Purpose

Performs a variety of administrative support with a primary focus on processing and maintaining human resource, public works, and justice court clerk information and records in support of the Administrative and Public Works Departments, as well as the South Weber City Justice Court.

Supervision Received

Works under the broad policy guidance and general supervision of the Finance Director.

Supervision Exercised

None.

Essential Functions - Primary

Coordinates the recruitment and selection process by obtaining position authorization, reviewing job description(s) for accuracy and update(s); maintains the City's compensation and market analysis program to sustain viable, contemporary trends; composes and places ads for job openings, scheduling of testing and/or interviews and screening applicants according to established criteria. Conducts employee orientation and benefit enrollment with each new hire to include communications on City policies and programs, assistance with employee questions regarding pay and benefits.

Maintains employee files in compliance with applicable legal requirements and keeps employee records up-to-date by processing employee status changes in timely fashion. Coordinates health, life and disability insurance enrollments and communicates with service and broker providers concerning routine administration of programs. Responds to employment questionnaires, salary surveys, verification of employment and unemployment requests. Conducts various HR research projects and/or special projects.

Responsible for the solicitation and collection of all bids procured on behalf of the City; may assist in the creation of bid documents and provide recommendations; maintains the bid contractor list by updating contact information, including company contact, phone number(s), e-mail, and fax information. Administers building permit operations, including scheduling, data entry, permit processing, completion

bond tracking, inspection entries and necessary follow-ups, Certificates of Occupancy issuance, monthly and quarterly reporting to the state; permit filing and maintenance.

Essential Functions - Secondary

Composes memos, messages, letters, and any other documents. Assists the Justice Court Clerk with clerical tasks, receives, logs, and files incoming citations and complaints; opens court mail, sorts, processes, and keeps track of payments made through the mail; receives telephone calls, answers questions, assists public in resolving questions, and provides information about city and court procedures.

Assists with general office functions and daily processes in assisting the public; receives and receipts court and utility payments. Aids in providing assistance to the general public; operates multi-line telephone and paging communications equipment; receives, responds to and directs incoming telephone calls; queries callers to identify needed assistance, determines appropriate department of office and directs calls accordingly.

Greets the public; responds to requests for information and provides factual information related to city services, programs, and general policies, practices, and procedures; provides walk-in patrons with requested forms, publications and other informational materials. Directs walk-in clients and visitors to proper office locations; apprises staff of appointment arrivals.

Listens to public complaints, concerns, questions, etc.; responds to questions and concerns by referring individuals to appropriate personnel for assistance; writes and delivers messages to personnel; apprises supervisor of potential problems and concerns.

Operates a computer using word/data processing to perform the administrative duties of typing letters, memos, and other correspondence; inputs cash receipts into general ledger; acquires proper identification information as needed; collects security deposits and issues receipts; processes refund requests.

Performs other duties as needed or directed

JOB REQUIREMENTS

1. Formal Education/Knowledge

- a. Graduation from High School; plus, one (1) to three (3) years of experience in receptionist duties

2. Skills & Knowledge

- a. Thorough knowledge of telephone operations and procedures; basic understanding of human resource and public relations operations and procedures; telephone, interpersonal, and customer service communication etiquette; general office maintenance and practices; proficient in the operation of a computer, specifically Microsoft Word and Excel; operation of standard office equipment; basic mathematic skills;

- b. Ability to work independently and deal effectively with stress caused by continuous public contact; work quickly and accurately with numbers; operate various types of office equipment; work under the time pressures of meeting deadlines
- c. Ability to establish and maintain effective working relationships with employees, elected and appointed officials, other agencies, and the public;
- d. Ability to communicate clearly and concisely, both orally and in writing;
- e. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions with tact, and recommend solutions.

3. Certifications and Other Requirements

- a. Must possess a valid Utah driver’s license;
- b. Must be able to type 50 wpm;
- c. Must pass background check and drug screening;
- d. Fluency in Spanish, both oral and written, is preferred.

4. Interpersonal/Human Relations Skills

The Administrative Clerk has significant, daily contact with all levels of City personnel, and the public. Contacts are generally for the purpose of dispensing information, providing technical advice or policy interpretation, and/or program coordination. Contacts by the Administrative Clerk may require the exercise of considerable judgment and/or diplomacy, and the ability to communicate policies clearly. The Administrative Clerk deals regularly with sensitive or confidential information and therefore must exercise considerable skill in information handling, privacy of records and judgment. Excellent interpersonal skills are required.

Final decisions regarding policy development are recommended. Interaction with others outside the City requires exercising participative management skills that support team efforts and quality processes. Must demonstrate the ability to build consensus, effect cooperation and participation and drive improvement changes.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

OVERALL PHYSICAL STRENGTH DEMANDS: Sedentary to Light

SEDENTARY	LIGHT	MEDIUM	HEAVY	VERY HEAVY
Exerting up to 10 lbs. occasionally or negligible	Exerting up to 20 lbs. occasionally, 10 lbs. frequently,	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently,	Exerting 50-100 lbs. occasionally, 25-50-lbs	Exerting over 100 lbs. occasionally, 50-100 lbs.

weights frequently	or negligible amounts constantly OR requires walking or standing to a significant degree	or up to 10 lbs. constantly	frequently, or up to 10-20- lbs. constantly	frequently, or up to 20-50- lbs constantly
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The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require a variety of physical activities including the use of office equipment such as computer, fax machine, copy machine and telephone. Periodic walking, standing, stooping, sitting, reaching, balancing, pushing/pulling, lifting or carrying is required in the normal course of performing essential duties. Talking, hearing, and seeing are valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions.

Some lifting/carrying occasionally up to 20 pounds, crouching/kneeling, balancing, and bending/twisting may occur in the normal course of performing essential duties.

This is a description of the way this job is currently expected to be performed; it does not address the potential for accommodation. Description is not all inclusive.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Audio and visual equipment, 10-key, computer, copier, fax machine, and software, telephone, calculator, laptop, printers, scanners, and the possible operation of a city vehicle.

POTENTIAL ENVIRONMENTAL FACTORS

The following environmental factors may occur and be a factor during the normal course of performing essential functions of this job.

HEALTH & SAFETY	ENVIRONMENTAL FACTORS	PRIMARY WORK LOCATION
	Office Setting	Office Environment

POTENTIAL NON-PHYSICAL DEMANDS

In the normal course of performing the essential duties of the job, the following may occur:

Time pressures, emergency situations, frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracted environment.

EXPECTED BEHAVIOR

Administrative Clerk

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Lead by example
- Strong safety principles and safety awareness
- Active participation in citywide activities

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.