

City of Alamosa Job Description

Position: Administrative Assistant

Reports to: Public Relations &
Projects Specialist

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Performs a wide variety of clerical, secretarial, and administrative duties for City Manager's Office, Human Resources Office, and City Attorney's Office.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Performs a broad range of administrative tasks for the City Manager, City Attorney, Public Relations and Projects Specialist, and Human Resources Manager.
2. At the direction of the City Manager, handles Council's concerns, inquiries, matters, and correspondence.
3. Responsible for scheduling regular and special meetings.
4. Prepares confidential correspondence and maintains classified files.
5. Performs other secretarial functions, including receiving visitors, scheduling appointments, and making travel arrangements.
6. Organizes and maintains files and records. Coordinates with City Clerk's Office for Central Filing.
7. Assists with citizen concerns and problems as needed.
8. Prepares reports by collecting and analyzing information for the City Manager.
9. Provides historical reference by developing and utilizing filing and retrieval systems.
10. Maintains office supplies' inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
11. Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
12. Budget management (IT, CMO, & Attorney), monitors, tracks, updates and reports expenditures and status of budgets for entire department; Accounts Payable for City Manager's Office, HR Office, City Attorney Office, and IT Office.
13. Creates and distributes the newsletter, "Friday Update".
14. Coordinate the Outside Funding Program including contract execution, payments, and collection of information.
15. Creates and maintains all City contracts, and coordinates with City attorney.

16. Commercial Insurance
 - a. File insurance claims on behalf of the City.
 - b. Files restitution requests.
 - c. Handles the vehicle and property schedules.
 - d. Attend Restitution hearings upon request.
 - e. Handles vehicle registration for all City vehicles.
17. Performs other related duties as assigned.

Secondary/Temporary Functions:

1. Assists with special projects and employee communications as directed.
2. In absence or request by HR Manager, assists in clerical HR Functions, including onboarding: benefit briefing, and workers compensation initial claims.
3. Assist the HR office with open enrollment.
4. Assist Special Project Coordinator with events, public information and projects.

Knowledge of:

1. City operations and policies.
2. Departmental practices, equipment, functions, and division operations
3. General office procedures.
4. Budget management practices and procedures.
5. General computer software.

Abilities to:

1. Communicate effectively orally and written.
2. File accurately and maintain filing system for the department
3. Type accurately at a speed of 45 words per minute.
4. Learn various software programs as necessary to perform essential duties.
5. Establish and maintain effective working relations with superiors, other employees and the public. Maintain confidentiality and diplomacy when handling sensitive matters.
6. Must have a sound knowledge and ability in business correspondence, and an ability to proofread for accurate grammar, spelling, and punctuation with a high degree of accuracy.
7. Meet deadlines and use good judgment.
8. Exercise independent judgment. Follow written and oral instructions.

Education/Experience Requirements:

1. High School Diploma or Equivalent. Associates degree is preferred, but not required.
2. Two to three years of working experience in a related field.

Required Physical Capabilities:

1. Work is performed primarily in a fast-paced office setting with frequent interruptions, and at the reception counter of the department with necessity to deal with various members of the public and elected officials.
2. Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs.			xx		
11-20 lbs.			xx		
21-40 lbs.		xx			
41-60 lbs.		xx			
Push/Pull					
0-20 lbs.				xx	
21-25 lbs.		xx			
26-50 lbs.		xx			
51-75 lbs.	xx				
76-100 lbs.	xx				
Bending			xx		
Overhead reaching			xx		
Twist/Turn			xx		
Kneel/Squat		xx			
Sit				xx	
Stand/Walk			xx		
Ladder/Stair Climbing		xx			
Rotate activities/positions				xx	

Print Employee Name

Employee Signature

Date

Supervisor

Date