

City of Oronoco

Position Description

Administrative Assistant

DEPARTMENT: City Administration
FLSA CLASSIFICATION: Part-Time, Non-Exempt
REPORTS TO: City Administrator
SUPERVISES: None

DEFINITION:

The Administrative Assistant provides comprehensive support to the City Administration, ensuring smooth operations through a variety of clerical, financial, and administrative tasks. Acting as the first point of contact, this role requires excellent customer service skills, attention to detail, and the ability to multitask effectively. Work is performed independently under the supervision of the City Administrator.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

PRIMARY RESPONSIBILITIES:

1. Serve as the first point of contact for residents and visitors, providing accurate information about city services, events, and resources.
2. Serve as the receptionist, managing phone calls, inquiries, and mail distribution.
3. Provide customer service by addressing general concerns and routing inquiries to appropriate individuals.
4. Assist with clerical tasks, including scheduling, data entry, and record-keeping.
5. Prepare and process city permits, ensuring accuracy and maintaining comprehensive records.
6. Assist in scheduling and preparing for City Council and other official meetings, including setting up meeting spaces, distributing agendas, and taking minutes as needed.
7. Support written communications by proofreading, assembling documents, and preparing reports, newsletters, and statistical data.
8. Post required notices, ordinances, and updates in designated areas and on the city's website to ensure compliance with state and local laws.

9. Archive official city documents, update public records, and ensure adherence to data retention policies.
10. Monitor and maintain office equipment and supplies, ensuring functionality and timely replenishment.
11. Collect fees and payments for permits and utilities.
12. Perform data entry, maintain accurate records, and prepare requested reports.
13. Perform miscellaneous duties as assigned to support city operations

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform multiple tasks independently with frequent interruptions.
2. Thorough knowledge of the English language, including grammar, spelling, punctuation, and the ability to proofread accurately.
3. Good organizational skills and attention to detail required.
4. Strong oral and written communication skills, including a pleasant phone manner and ability to interact respectfully with others.
5. Good mathematical and accuracy skills.
6. Proficient in the use of word processing (Microsoft Word preferred) and a good working knowledge of Access, Excel, PowerPoint, Publisher, Outlook, and other applicable programs.
7. Familiarity with social media platforms and the ability to create and schedule posts to promote city events, updates, and announcements.
8. Must possess a valid state driver's license

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. This work requires the occasional ability to lift to 25 pounds, such as moving cases of paper or office supplies.
2. Frequently sit, speak, hear, use hands, and engage in repetitive motions; occasionally stand, walk, stoop, or reach.
3. Visual and auditory capabilities sufficient for standard office tasks.
4. Work is generally conducted in a moderately noisy environment, such as a business office with light traffic.

QUALIFICATIONS:

Minimum Requirements:

- High school diploma or equivalent
- Associate degree in Administrative Assistance or a related field.
- 2–3 years of administrative support experience or equivalent training.

Preferred Qualifications:

- Experience in municipal government or building inspections.
- Familiarity with property data systems and permit management software.
- Knowledge of the BS&A Software permit system.

We are an equal opportunity employer and value diversity in our city. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

WORK SCHEDULE:

- Monday–Thursday: 11:00 a.m. to 4:00 p.m.
- Friday: 7:00 a.m. to 11:00 a.m.
- Additional hours may be required for City Council or other meetings.

This job description serves as a general guideline and does not constitute a contract of employment. Duties and requirements may be adjusted as needed to fulfill the City of Oronoco’s objectives.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature

Printed Name

Date