



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Administrative Aide – City Manager

**JOB NO:** AS090116

**JOB FAMILY:** Administrative/Specialist

**FLSA:** Non-Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To provide a wide variety of highly responsible and complex clerical and secretarial duties; to provide professional, effective and efficient public service assistance to the general public; and to provide highly responsible secretarial and administrative support to City Management.

#### **SUPERVISION**

General supervision is provided by the City Manager, Deputy City Manager and Assistant City Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide skilled and responsible confidential administrative support to City management, City Council and other support staff in the completion of their duties and responsibilities; provide training and direction to other support staff as needed.
3. Maintain a calendar of meetings and events for City Management staff; plan and schedule business meetings and social functions; notify City Management of meetings and conferences.
4. Compose, prepare and review a variety of memorandums, correspondence, reports, public notices and documents for City management staff; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms; handle confidential information as appropriate.
5. Answer questions and provide information to the public; receive citizen and client complaints and questions and refer to appropriate City staff member for resolution. May receive calls from City Council regarding complaints. Must contact appropriate department for resolution of City Council concerns.
6. Assist with a variety of boards and commissions by taking and preparing minutes and coordinating schedules.
7. Prepare and maintain a variety of files and filing systems; prepare, maintain and update various records and reports; research and verify information as requested; purge files as appropriate.
8. Prepare materials and correspondence for distribution within the City and to other related external businesses and governmental agencies; photocopy, mail or fax materials as necessary.
9. Screen and direct calls and visitors as appropriate; schedule travel arrangements, reservations, daily operations or meetings as assigned.
10. Review, verify and prepare payment vouchers of department invoices, purchase orders and contracts; review and verify reimbursement and expense vouchers when assigned.

11. Update Administrative Directives as needed; update newcomer packet information on a regular basis.
12. Verify holiday closing for appropriate City departments and provide list to various newspapers for publication.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Order and maintain office supplies and associated materials.
2. Monitor the use of City equipment, process orders for maintenance, repair and operational items as necessary.
3. Assist with computer software training as necessary.
4. Assist in coordinating receptions, banquets, and luncheons as needed.
5. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies which may include collecting and distributing mail, delivering money for deposits, and picking up materials and supplies.
6. Schedule meetings and provide set up of conference room with required equipment as needed for City management.
7. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

High School Diploma or GED.

#### **EXPERIENCE**

Five years of progressively responsible secretarial and clerical experience; type 55 wpm.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

Various types of software packages and applications (including Microsoft Word, Excel, PowerPoint and Access).

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Local ordinances as they apply to inquiries from citizens.

**Skill in:**

Typing various reports and correspondence.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, adding machines and dictaphone.

Taking dictation in shorthand.

**Ability to:**

Tactfully respond to requests and inquiries from the general public.

Research a variety of information.

Discreetly handle confidential information.

Simultaneously perform a variety of clerical and secretarial functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Compose, prepare and review a variety of correspondence and reports.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, twisting, squatting and occasionally kneeling*
- *sitting for extended periods of time*
- *occasionally lift and carry objects weighing up to 34 lbs.*

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Director of Human Resources

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Date

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Deputy City Manager

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Date

**DATE ISSUED: January 2004**

**REVISION DATE: June 2005**