City of Benson
City Council Communication

Regular Meeting **April 25, 2016**

To: Mayor and Council Agenda Item # 5

From: William Stephens, City Manager

Subject:

Discussion and possible action regarding the job description for an Administrative Assistant to the City Manager

Discussion:

At the Council meeting held on April 11, Council asked the City Manager to review the job description and salary grade for the Administrative Assistant position that previously existed; Council then directed the City Manager to work on the proposed job description and salary range and bring the item back to Council for consideration.

The proposed job description for an Administrative Assistant reflects the duties as requested, is a non-exempt position and has a salary grade of 36, with the salary ranging from a minimum salary of $36,953.26, a mid-point salary of $46,191.58 and a high salary of $55,429.89.

Staff Recommendation:

Approval of the Administrative Assistant to the City Manager job description

Job Description

TITLE:	**Administrative Assistant to City Manager**	**JOB CODE:**	104
DEPARTMENT:	Administration	**FLSA:**	Non-Exempt
PREPARED:	April 2016	**UPDATED:**	04/15/2016

Summary: Under general administrative and policy direction of the City Manager, provides administrative level staff support to the City Manager, and upholds the City's stated mission and values.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Conducts self-directed complex research and analysis, and mobilizes cross-departmental teams to complete special projects, studies and surveys.
- Assists in developing, defining, planning, implementing and evaluating goals and objectives that encourage and support interdepartmental cooperation to the benefit of the City; recommends and reviews City policies and procedures.
- Assists the City Manager on matters of concern and presents program proposals for approval and submission to Council. Facilitates or prepares presentations, requests, issues and projects raised by or for Council Members on behalf of the City Manager.
- Tracks, evaluates, drafts and assists with implementing legislation. Follows the legislative process and reports back to the City Manager on items of particular importance.
- Responds to public inquiries and complaints, and assists with resolutions and alternative recommendations; as necessary and assigned, responds to sensitive inquiries on behalf of the City Manager as appropriate. Responses to sensitive requests for information may involve confidential matters.
- Assists with the preparation of the City Manager's budget.
- Receives periodic performance reviews with an underlying expectation of seamless customer service and recognition of the need for seasoned handling of all matters as a representative of the City Manager and the City.
- May coordinate articles and communiques with the Communications division on behalf of the City Manager for newsletters, public presentations and award opportunities.
- Performs all work duties and activities in accordance with department and/or City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Health and Safety Manual.
- Performs other related duties as assigned.

Job Description
Administrative Assistant

Required Knowledge and Skills:

- Knowledge of the operations, functions and scope of authority of City departments, offices and officials.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of City policies and procedures and of City Charter and Ordinances.
- Knowledge of a variety of computer software applications including WordPerfect, Microsoft Works and Microsoft Office.
- Skill in establishing and maintaining effective working relationships with elected officials, City staff and the general public.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the English language and grammar and in composing correspondence for the City Manager and Mayor's signature.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in dealing with the public in a courteous and professional manner.
- Skill in establishing and maintaining effective working relationships with co-workers, elected and appointed officials and the general public.

Education and Experience

- Bachelor's degree PREFERRED from an accredited four year college or university with major course work in Business or Public Administration
- Or 7 Years' Experience in a closely related field, with managerial experience
- Trade Certifications or Applicable Certifications
- State of Arizona driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Occasionally requires lifting and/or moving up to 30 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Job Description
Administrative Assistant

Approvals:

Employee:	_____	**Date:**	_____
Supervisor:	_____	**Date:**	_____
Department Head:	_____	**Date:**	_____