Administrative Assistant

Administrative Assistant Job Purpose:

Enhances effectiveness of the Mayor by providing administrative and information management
support.

Administrative Assistant Job Duties:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics.
- Conserves Mayor's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains the Mayor's and City Council Members' appointment schedules by planning and scheduling meetings, conferences, teleconferences and travel.
- Maintains customer/employee confidence and protects operations by keeping information confidential.
- Prepares reports by collecting and analyzing information.
- Serves as the Daleville City website point of contact. Coordinates all Information Management needs for hardware and software requirements. Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussion if needed.
- Maintains office supplies inventory by checking stock to determine inventory levels; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in profession societies.
- Contributes to team effort by accomplishing related tasks as needed.

Knowledge/Skills/Qualifications:

- Thorough knowledge of principles of modern office practices, procedures and equipment to include use and understanding of computer systems.
- Considerable knowledge of business English and correspondence preparation, spelling and basic mathematics.
- Ability to work with minimal supervision and to perform within established procedures and guidelines.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain administrative and fiscal records and reports.
- Ability to establish and maintain effective working relationships with elected officials, department heads, other employees and the general public.
- Must possess a valid Alabama Driver's license.
- High school graduate with four to five years of progressively responsible related experience.
- Experience in the use of Microsoft Word and Excel required.