

City of Garden Plain, Kansas
Job Description

ADMINISTRATIVE ASSISTANT

Department: Administration
Reports To: City Clerk
FLSA: Non-exempt
Effective: 04.15.25

Position Summary:

The Administrative Assistant will have an energetic and outgoing personality and enjoy interacting with others. Under the supervision of the City Clerk, this is an outward-facing position that serves as the voice and face of the city, answering incoming phone calls and citizen requests. The position performs advanced clerical, bookkeeping and secretarial related tasks for city departments, City Council, City Attorney, Court, and Planning Commission. Additionally, the position assists with various projects such as grant applications, data gathering, and other duties as assigned. The employee receives detailed instructions when assignments vary from established procedures. This individual may handle important, confidential documents and correspondence and is expected to act responsibly and independently in performing these duties.

Essential Functions:

- Provides general administrative assistance such as meeting scheduling, correspondence on behalf of city staff and council; filing, bank deposits, daily postage and mailing, etc.
- Answer telephones and directs calls to the appropriate individuals.
- Provides information, receives and answers public complaints and inquiries both in person and by telephone.
- Compiles and distributes agenda packets for City Council, boards, and commissions.
- Accepts and processes permit applications.
- Composes and sends code enforcement violation notices.
- Provides coverage to City Council meetings in the absence of the City Clerk.
- Assists with special projects and community events.
- Compiles information for various reports.

ADMINISTRATIVE ASSISTANT II (Administration)

Position Requirements:

Experience: Two years advanced clerical and bookkeeping experience including proficiency in Microsoft Office Suite is preferred, particularly in positions with frequent public contact. The employee is expected to independently perform the job reasonably well after six months in the position. Must have a valid Kansas driver's license with a good driving history.

Education: High School diploma or GED is required. Associate or Bachelor's degree in business, public administration, or related fields preferred. Will be required to obtain National Incident Management System (NIMS) Training, ISO 100, 200 and 700 within six months of employment.

Knowledge, Skills, and Abilities:

- Thorough knowledge of office procedures and practices.
- Ability to multi-task is essential.
- Organizational skills are required.
- Ability to use other office equipment and machines such as photocopier, postage machine, recording and online broadcasting equipment, etc.
- Must be proficient with Microsoft Office suite software, especially Excel and Word, and the ability to learn other software as needed.
- Must have the ability to effectively communicate and interact with internal and external customers from a wide range of backgrounds.
- Problem solving exists in this position with the ability to solve unusual problems, including handling citizen concerns and customer complaints.

Decision Making: Decision making exists in this position when supervisory personnel are not present. Decisions include prioritizing work assignments and the ability to explain to customers when a permit is needed, utility billing questions, etc.

Accountability: Employee will assist in preparing documents in a timely manner. Employee also is responsible for taking messages and routing information accurately. In addition, the employee is sometimes privy to sensitive and/or confidential information and is expected to guard the confidentiality of the information. Employee is responsible for funds collected.

Personal Relations: Continual contact with other city departments, staff, and the public will involve both the exchange and interpretation of information with people at a number of levels both inside and outside the agency.

ADMINISTRATIVE ASSISTANT II (Administration)

Supervisory Responsibilities: None.

Working Conditions: The normal working environment is an office setting which may involve upset or irate customers. Must be comfortable sharing workspace with coworkers and assuring continuous staffing of reception desk. Although a business casual work environment, must maintain a professional appearance. Typical hours are Monday – Friday 8 AM to 5 PM. Some nights and weekends may be required to assist with staffing boards, commissions, municipal court, and special events. Consideration may be given to part-time or job sharing.

Physical Requirements: The Administration Assistant's physical job demands include occasional bend/crouch; occasional carry of <5 lbs.; occasional foot coordination; constant hand coordination; occasional lift of up to 50 lbs. from floor to waist; occasional horizontal push/pull of up to 12 lbs.; occasional forward reach; constant sit; occasional stand; frequent walk.

PDC Level: Medium.

This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job- related responsibilities and tasks other than those stated in this description.

Employee Signature

Supervisor Signature

Print name

Print name

Date

Date