

City of Macon, Missouri – Job Description Administrative Secretary

Department: City Administration	Reports To: City Clerk
FLSA Status: Non-Exempt	Employee Position: Full-time/Regular
Salary Range: \$33,000 - \$39,100	Classification: Hourly
Date: 07/18/2022	Approved By: Avis Marshall, City Administrator

Summary

The Administrative Assistant for Macon City Hall performs a variety of administrative support functions as assigned for the Office of the City Manager, City Clerk, and Mayor. This position serves as first point of public contact and communications for City Hall. Duties will include a variety of administrative services consisting of project management support, website maintenance, social media updating, scheduling, data research, records keeping, customer service response, personnel services, payroll processing, computer word processing and Excel work, and general department clerical and administrative support.

Essential Duties and Responsibilities

Essential duties and responsibilities include but are not limited to the following

- Receives and routes telephone calls and messages
- Provides customer service; assists the public, greets visitors, and provides assistance
- Routes incoming mail and prepares outgoing mail, identifies and flags important items
- Performs technical and clerical functions including but not limited to using internet web browser, database programs, spreadsheets, and work processing
- Provides research, coordination, and administrative support for other departments when assigned
- Composes, types, and edits correspondence as assigned
- Files, photocopies, proofreads, consolidates reports
- Tracks Certificates of Deposit including interest earned
- Maintains office inventory
- Codes and processes certain invoices for approval for payment
- Records monthly sales tax and franchise fee information
- Processes Round House rental agreements and deposits/refunds
- Processes Department of Labor monthly statistics sheet
- Assists with annual financial audit preparation
- Prepares bank deposits as needed
- Issues prepaid checks as needed
- Process accounts payable checks
- Prepares annual statements for Burglar/Fire alarms and Trailer Court licenses
- Provides administrative support for special meetings such as city council sub-committee meetings including scheduling meetings and documents
- Provides information requested by city council such as new business information, chamber of commerce activities, and upcoming city ceremonies
- Serves as the City's Communication Officer by developing press releases, brochures, social media posts, and other publications

- Assists with the City website development and coordinates content development of the site
- Works with the City Clerk in maintenance and research of City Hall department records
- May represent City Hall on various community projects
- Assists in development of schedules for the Mayor and City Clerk, and City Administrator
- Provides confidential administrative support to the Mayor, City Clerk, and City Administrator
- Serves as a departmental contact to the public, receiving, processing, and following citizen inquiries, providing complaint resolution and information
- Performs human resource support functions such as recruitment, employee benefits, safety and wellness, personnel hours, paid time off hours, and payroll
- Other duties as assigned

Education / Experience

- High school diploma/GED
- Preferred: two (2) years of experience in a similar position or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position

Licenses / Certifications / Requirements

- Valid Missouri Driver License
- Proof of citizenship and /or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire
- Must possess a telephone for emergency contact
- Notary Public (willing to obtain)

Skills and Abilities

- Establish and maintain effective working relationships with the general public, elected officials, appointed officials, and City employees
- Handle confidential and complex information of a sensitive nature requiring considerable discretion
- Maintain a high level of customer service orientation, be courteous and diplomatic in the exchange of information, and present a positive image of the City in a variety of circumstances
- Organize, prioritize, and multi-task
- Operate and understand personal computers; including but not limited to word processing, databases, spreadsheets, internet, social media platforms, and project management software
- Operate and understand general office procedures and equipment
- Knowledge of accounting practices and procedures
- Accurately prepare reports and statistical information (attention to detail)
- Create and implement systems and procedures to track projects, human resource information, revenue, expenses, etc.
- Communicate effectively verbally and in writing
- Ability to accommodate routinely shifting demands
- Organize, file, retrieve, and purge various department records (hard copy or electronically)
- Add, subtract, multiply, and divide using whole numbers and decimals; calculate percentages
- See things clearly that are within arm's reach (near visual acuity)
- Hear
- Manipulate objects using the fingers and hands (manual and finger dexterity)

- Walk, stand, kneel, stoop, and move light objects (50 pounds or less)
- Read and comprehend basic work instructions written in standard business English

Work Environment

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Works in an office environment
- Is exposed to a quiet to moderately noisy environment
- Work somewhat close to other people, such as when sharing office space
- Usually work a standard 40-hour week
- May occasionally work evenings or weekends to meet deadlines

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position as City Hall Administrative Assistant for the City of Macon with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

Signature of Applicant/Employee

Mary Lou Craigg, City Clerk

Date

Avis Marshall, City Administrator

The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.