

JOB TITLE: Administrative Assistant

DEPARTMENT: Administration, City of Washington

PAY RANGE: \$15-20/hour

JOB SUMMARY: This position provides executive level administrative support to the City Administrator, Mayor, and City Clerk. The Administrative Assistant reports directly to the City Administrator.

MAJOR DUTIES:

- Provides executive level administrative clerical support.
- Prepares professional correspondence and reports.
- Schedules meetings and appointments; organizes and plans calendars.
- Responds to inquiries and complaints by resolving the problem or referring the person to the appropriate department.
- Organizes and distributes documents and other materials.
- Assists hiring manager with onboarding of new employees.
- Performs other duties as assigned.

KNOWLEDGE & SKILLS REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures including use of copier/scanner, desktop computer, and virtual meetings.
- High proficiency in Microsoft Office with emphasis on Word, Excel, and Outlook.
- Knowledge of the operations and functions of city departments is a plus.
- Knowledge of accounting and bookkeeping.
- Knowledge of correct grammar and its usage in professional correspondence.
- Skills in planning and organizing work independently.
- Strong oral and written communication skills.
- The ideal candidate is well organized and detail oriented.

SUPERVISORY CONTROLS: City Administrator assigns work. Completed work is reviewed for accuracy and the nature and propriety of results.

GUIDELINES: Guidelines include city and departmental policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of administrative, clerical, and logistics coordination in an executive office environment. Routine interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and clerical support to the City Administrator, City Clerk, and Mayor. Successful performance in this position

facilitates departmental operations and affects the image of the city.

PERSONAL CONTACTS: Contacts are typically with City Administrator, City Clerk, Mayor, Council members, department heads, co-workers, county and state officials, and residents.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and resolve problems.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in the office at City Hall located at 102 E. Liberty Street, Washington, GA 30673.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- High school diploma.
- Three years of experience relevant to the major duties of the position.

EMPLOYEE BENEFITS:

- Retirement plan w/ matching 401(a) and 457(b)
- Health insurance
- Paid leave time
- 11 paid holidays

TO APPLY: Complete the fillable online application at www.wga.gov. Candidates are also encouraged to submit a cover letter and resume to hr@wga.gov.