

**CITY OF LIBERTY  
JOB DESCRIPTION**

<b>Job Title:</b> Administrative Assistant	<b>Date:</b> Feb 26, 2019
<b>Department:</b> Administration	<b>Classification Grade:</b>
<b>Location:</b> City Hall	<b>FLSA Status:</b> Non-Exempt

**GENERAL DESCRIPTION OF JOB**

The Administrative Assistant will assist the City Administrator and City Hall Staff in many capacities to assist with the administrative functions of the City.

**SUPERVISION RECEIVED**

Reports directly to the City Administrator but works closely with the Utility Office Clerk and Treasurer to complete various functions.

**SUPERVISION EXERCISED**

Does not supervise other employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional related duties and responsibilities as necessary.

- Responsible for Hospitality Tax administration including receiving, posting, and notifying new business of Hospitality Ordinance.
- Maintain and issue Business Licenses yearly and as needed on a daily basis for all new and existing businesses working in the City limits.
- Maintain confidentiality of tax records per related laws and policy.
- Coordinate with the Building & Code Official to ensure collection for Hospitality and Business License taxes.
- Assist the Utility Office in receiving and documenting payments, handling customer service requests, processing customer accounts, and provide backup for the utility billing process.
- Assists the City Administrator with Clerk to Council duties such as recording & preparing minutes, preparing for Council meetings, organizing & filing agenda, minutes, Resolutions and Ordinances and other miscellaneous duties.
- Assists the City Administrator and City Hall Staff with administrative tasks as necessary.
- Attends meetings, workshops, conferences, etc. as needed to enhance job knowledge and skills.
- Performs general clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving scans or faxes, answering the telephone, processing daily mail, etc.

- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.
- Work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner. Ability to communicate effectively by phone, in-person, and by written correspondence.
- Utilizes problem solving, critical analysis, cost-benefit analysis, team building, continuous improvement, consensus building and other improvement strategies to meet the needs of the City organization and the community.
- Comply with established policies, procedures and safe work practices and ensure subordinate employees also comply. Follow safety training and instructions provided by their supervisor.
- Wears and maintains all personal protective equipment required for their job.
- Must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses
- Performs other City-related duties as assigned

#### **ANCILLARY DUTIES & RESPONSIBILITIES**

- Attends Council Meetings to record minutes. The normal Council schedule includes two evening meetings per month; however, other evening meetings may be held.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- An Associate's Degree in a relevant field of study is preferred. A High School Diploma or GED Equivalent is mandatory.
- Preferred knowledge of the Liberty Area and experience with data entry.
- Must be able to perform each essential function satisfactorily.
- Must have a valid SC Driver's License and pass criminal background screening.

##### **Knowledge, Skills and Abilities:**

- Must be proficient, or have the ability to be proficient with minimal training, in data entry, Office 365 (Outlook, Word, Excel, etc), website updating, and using the internet.
- Ability to work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner. Ability to communicate effectively by phone, in-person, and by written correspondence.
- Ability to use problem solving, critical analysis, cost-benefit analysis, team building, continuous improvement, consensus building and other improvement strategies to meet the needs of the City organization and the community.

#### **TOOLS AND EQUIPMENT USED**

- Networked computer with various software packages.
- Printer, Scanner, Fax, calculator, and other office equipment.

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

- This position requires the ability to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.
- Employee must frequently move from the desk to a counter to assist walk-in customers.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Vision requirements include preparing and analyzing written or computer data operating motor vehicles and equipment, and observing general surroundings and activities.
- The noise level is moderate in office settings.

The physical demands and work environment described are representative of the job. Reasonable accommodations may be made to allow individuals with disabilities to perform essential functions.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background and reference check; job related tests may be required.

### **REMOVAL GUIDELINES**

This document is not intended to and does not constitute a contract of employment. All employees are employed on an at will basis which means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or cause. Some reasons for removal include, but not limited to, employee's inability to attend regularly to work, chronic illness, failure to perform competently on any of the critical tasks of the position, consistent failure to perform competently on regular tasks, failure to support and uphold the City's mission, oath of office (if applicable), or the South Carolina's ethics law, failure to continually comply with preconditions for original employment, failure to display due regard for the civil liberties of any person, accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the needs requirements of the job change.*

*The City of Liberty is an equal opportunity employer. The City of Liberty does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.*