

**CITY OF SUGAR HILL, GEORGIA
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT**

POSITION TITLE: Administrative Assistant

DEPARTMENT: Administration, City Hall

REPORTS TO: City Manager

POSITION SUMMARY:

This is skilled support position providing administrative assistance for the City Manager, City Clerk, Finance Officer and Network Administrator. The work involves extensive computer software knowledge along with strong finance/accounting skills. Performance of duties requires confidentiality and discretion.

POSITION DUTIES:

Operates a computer to produce confidential reports, correspondence and other documents from rough draft, written copy, oral instruction, drafts memos and letters for the City Manager

Develops Excel spread sheets for all projects, departments and appropriations as necessary.

Serves as receptionist for City Manager by forwarding the calls and complaints or taking appropriate messages. Responds to requests for information by referring calls to the appropriate staff member, taking messages or providing information according to instructions for knowledge of department operations, policies and procedures

Assists City Manager and City Clerk with scheduling, document files and retrieval of files. Maintains a legend of filing system for ease in retrieval

Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system, ensures information is up to date and accurate. Helps with filing for City Clerk, Finance Officer and Network Administrator

Assists Network Administrator and City Clerk with research by obtaining such information from the internet or written materials. Assists with researching old files for open records requests and general requests for information

Prepares e-packets for Council Meetings, publishes to website and sends e-alerts to subscription list when packet is ready. Works with City Manager and City Clerk to ensure all materials for the Council Meetings are included in the packet

Assists Finance Officer with general financial duties and maintenance of financial paperwork under the Finance Officer's direct supervision. Issues purchase orders to the city departments. Maintains spreadsheets of departmental expenditures.

Orders all supplies for the various departments within the City. Also orders name badges, nameplates and materials needed for council, boards and commissions and all employees of the City. Orders plaques for awards of recognition

Responsible for inventory and ordering of all letterhead, business cards, envelopes and labels

Mails out departmental packages and mail. Assists with sorting of mail and placing in boxes for appropriate personnel

Coordinates maintenance of copy, printer and fax machines, including ordering toner cartridges

Maintains research and mapping system of all arrests and foreclosures in Gwinnett County. Provides research to alleviate and deter negative equity within the City

EDUCATION AND EXPERIENCE:

Bachelor's degree is preferred, but any combination of education and experience in a governmental or related position is acceptable

Considerable experience in assisting key staff members

Any equivalent combination of education and experience is acceptable

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English, grammar, math and accounting skills

Knowledge of modern office practices, methods, equipment, and standard clerical procedures

Knowledge of or ability to learn the department's rules, regulations, policies, and procedures, including the Code of Ordinances of the City, Personnel Policies and Procedures Manual, Zoning Ordinance and Development Regulations

Knowledge of basic accounting principals and procedures

Skill in the operation of a computer, calculator, scanner, printer, copier, fax and all other office equipment

Ability to train and become knowledgeable of proprietary occupation tax, utility and finance software packages

Extensive computer knowledge to include Microsoft Office (Word, Excel, Access, Outlook and Power Point) software

Ability to understand and follow oral and written instructions

Ability to prepare clear and concise reports and maintain accurate records

Ability to maintain alphabetical and chronological files

Ability to handle confidential matters with discretion

Ability to work independently without specific instruction

Ability to communicate clearly and effectively, orally and in writing

Ability to meet and deal tactfully with the public sometimes in difficult and trying situations

Ability to establish and maintain effective working relationships with City employees and the general public, providing excellent customer service skills both externally and internally

Other duties as assigned

PHYSICAL DEMANDS

The work is mainly sedentary but may require walking, standing, stooping, reaching and carrying of light items such as papers, files, books and journals