

**City of West Columbia, SC  
Job Description, August 2016**

**Job Title: Administrative Assistant**

**General Statement of Job**

Under limited supervision, is responsible for various administrative/secretarial functions in executing decisions and providing support and assistance to the City Administrator, Deputy City Administrator, and City Clerk. Reports to the City Administrator.

**Specific Duties and Responsibilities**

**Essential Job Functions**

Prepares and types correspondence for city administrator and deputy city administrator and maintains file for same.

Maintains document files pertaining to administrative functions and projects and news clippings.

Serves as a point of contact for the administrative area; responds to inquiries; provides information and refers complaints of the general public to appropriate department head or administrative staff member.

Performs functions relative to Accounts Payable, including check requests, processing and reconciling purchase requisitions for administrative area and provides assistance for specific department purchases.

Provides clerical support and assistance in a variety of areas to the City Administrator, Deputy City Administrator, and City Clerk.

Prepares minutes, notifications and documentation for Safety Committee meetings.

Provides Cross Connection clerical support.

**Additional Job Functions**

Prepares coffee daily and for meetings.

Opens and delivers mail for administrative area.

Purchases and maintains adequate inventory of office, cleaning and coffee supplies for City Hall area, including service and maintenance contracts; orders promotional items; and maintains file for same.

Coordinates reservations for Riverwalk Amphitheater, West Columbia Community Center and city hall meeting rooms.

**Job Title: Administrative Assistant****Additional Job Functions (continued)**

Makes travel arrangements for city administrator and deputy city administrator and maintains files for same.

Prepares mass mailings and copies of flyers for holiday garbage pickup schedule, city hall closings and city activities.

Functions as key operator for fax, scanner, copier machine and other office equipment for the administrative area.

Performs duties for council members when city clerk is absent.

Orders for department heads miscellaneous items that require payment by credit card.

Performs other related duties as required.

**Minimum Training and Experience**

Bachelor's degree and two years experience in an administrative or management area or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. High level knowledge of word processing and spreadsheet software, preferably Microsoft Word and Excel.

**Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including but not limited to computer, copier, typewriter, calculator and fax machine. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push pull or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching stooping, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

**Data Conception:** Requires the ability to compare or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Job Title: Administrative Assistant****Minimum Qualifications (continued)**

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as flyers, purchase orders, general letters of correspondence, address lists, Requests for Proposals and employee disciplinary action forms, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with City Administrator, Deputy City Administrator, City Treasurer, City Clerk, Mayor and Council and other city employees, vendors and general public, etc., with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as secretarial science, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply and divide numbers; determine percentages and utilize decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.)

**Performance Indicators**

**Knowledge of Job:** Possesses excellent communication skills both verbal and written and is able to maintain positive relationships with all parties involved in the functions of the Department. Possesses good organizational, technical and human relations skills. Knows how to develop and administer plans for the expedience and effectiveness of specific duties.

**Job Title: Administrative Assistant****Performance Indicators (continued)**

**Knowledge of Job (continued)**: Is able to use independent judgment and discretion in various routine situations. Is able to communicate effectively with the City Administrator, Deputy City Administrator, City Treasurer, City Clerk and Department Superintendents, other city employees, vendors and the general public. Has the ability to compile, organize prepare and maintain an assortment of records, reports and information in an effective manner. Is able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Has considerable knowledge of the functions, organization, staffing and operating procedures of various City departments. Has the ability to work under stressful conditions related to meeting deadlines, dealing with the constant interruptions and dealing with irate or upset citizens.

**Quality of Work**: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the general public.

**Quantity of Work**: Performs described “Specific Duties and Responsibilities” and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

**Dependability**: Assumes responsibility for completing assigned work. Completes work within deadlines in accordance with directives, City policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance**: Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm**: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgement**: Exercises analytical judgement in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgement.

**Cooperation**: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instructions and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedure, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Job Title: Administrative Assistant****Performance Indicators (continued)**

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will toward the City. Emphasizes the importance of maintaining a positive image within the City. Interacts with higher management, City Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected completion time of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**