



**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT II

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

This position performs a variety of routine and relatively complex clerical, administrative, and technical work assembling Common Council information, performing general recruitment duties, and providing City Manager, City Clerk and Administration Director support in duties as needed. This role also oversees general office management and coordinates employee gatherings.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Serve as main receptionist for the City; respond to questions from employees or the public, either in person or on the telephone.
- 1.2 Serve as Deputy City Clerk.
- 1.3 Assist City Clerk with election activities, including: voter registration, voter registration list purges and cancellations, absentee voting, and election statistics.
- 1.4 Assist City Clerk with license applications.
- 1.5 Notarize documents for City staff and the public.
- 1.6 Coordinate, assemble and distribute Common Council agendas and packets.
- 1.7 Maintain and update boards and commission member list and appointments.
- 1.8 Update related department documents on City website and Laserfiche; file hard copies.
- 1.9 Take minutes for the Common Council and Plan Commission meetings in absence of City Clerk.

- 1.10 Assist with website updates and updates via email subscription function.
- 1.11 Draft weekly council update, organize meetings and events, draft and prepare correspondence and reports on behalf of the City Manager.
- 1.12 Update and keep records of City administration policies and employee job descriptions.
- 1.13 Assist City Manager and Administration Director with human resource and hiring activities, such as updating forms, placing job ads, managing applications and drafting applicable employee letters.
- 1.14 Manage the Sunshine Fund, which includes sending cards/flowers for personal life events and coordinating employee events related to retirement or team building.
- 1.15 Maintain City vehicle registration, titles and driver license information.
- 1.16 Coordinate and order office supplies for City Manager and City Clerk's office.
- 1.17 Help sort and deliver incoming City mail and process outgoing mail.

Section 2. Peripheral Activities

- 2.1 Other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge to carry out detailed but uninvolved written or verbal instructions; standard understanding of arithmetic calculations involving fractions, decimals, and percentages; working knowledge of modern office practices.

Ability to compose original correspondence, follow technical manuals, and have increased contact with people. Ability to communicate effectively, verbally or in writing, with employees and public.

TOOLS AND EQUIPMENT USED:

Computer with word processing, database, spreadsheet, and insurance programs; calculator; telephone; copy machine, fax machine, mail machine, and other tools and equipment as requested or needed.

CONFIDENTIAL DATA:

Confidential data includes family medical history of each employee.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform 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, employee constantly sits; uses repetitive movements; uses eye-hand coordination; hears. Employee frequently stands; keyboards; talks; uses the telephone; has contact with public/customers; climbs stairs. Employee occasionally walks; reaches; grasps; holds; works alone; stoops, kneels, crouches, or crawls.

Employee must be able to constantly lift up to 10 pounds; occasionally lifting up to 25 pounds.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, plus one year of other schooling to include secretarial, bookkeeping or accounting, and
2. Related work experience of at least 1 year, or
3. Any equivalent combination of education and experience.
4. Valid Wisconsin driver's license.
5. Notary Public, or capable of becoming a Notary Public within three months on the job.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an 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, employee is occasionally exposed to temperature extremes depending on heat and air conditioning. Significant work pace/pressure during annual alcohol licensing, elections, and various deadlines.

POSITION ACCOUNTABILITY:

REPORTS TO: City Clerk

SUPERVISION EXERCISED: In absence of City Clerk, supervises all election workers.

SELECTION GUIDELINES:

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

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 logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/12/01

Revision History: 7/1/96; 12/15/08; 12/31/10; 10/28/13; 12/31/15; 7/3/16, 3/6/17