

City of Mascoutah

JOB DESCRIPTION

Title: Executive Assistant (1)/Deputy City Clerk
Department: Administration
Reports to: City Manager
Status: Full-Time
Supervision Duties: N/A

QUALIFICATIONS:

- Knowledge of accepted municipal government principles and practices, business/government correspondence formats and filing/record systems.
- Knowledge of telecommunication policies, procedures, and the ability to perform telecommunication techniques and operate telecommunication equipment.
- Knowledge of administration policies, procedures and practices as necessary to the position.
- Must be proficient in the use of computers and MS Office Suite software, office equipment, related software and department equipment/tools.
- Skilled in Customer service including phone and verbal skills when dealing with employees and the public.
- Capable of maintaining composure in stressful and high-pressure situations.
- Must possess excellent organizational skills and be able to routinely Multi-task.
- Ability to be objective, make decisions without outside influences.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Two years related work experience.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Provide administrative support to the City Manager with document preparation, research, communications, projects and other duties as required.
- Handle all scheduling and reservations for City Manager, Council and other staff as needed.
- Assist in receiving and resolving complaints or delegating issues to proper department heads for resolution.
- Process payroll timesheets in coordination with Finance Coordinator and City Manager.
- Provide pool and park administrative management support as required including recruitment, interviewing, hiring and scheduling of seasonal personnel
- Provide staff support for various projects and events. Answer incoming phone calls, emails and other communication for the City Manager's Office.
- Assist administration staff with budget document preparation.
- Record and process Planning Commission, Parks and Recreation and Finance Committee meeting minutes.

- Provide secretarial support for the Planning Commission, Parks and Recreation and Finance Committee.
- Act as the lead information contact for all City commissions and committees.
- Review and post updates to keep the City's website current.
- Perform as Deputy City Clerk.
- Process City mailings to citizens, property owners, businesses, etc.
- Provide scheduling and reservation services for parks facilities and other rentals.
- Point of contact for pool control and pool pass sales.
- Provide administrative support for City Council agenda formation and meeting packet preparation.
- Provide significant assistance in the planning of City and community sponsored events.
- Backup support for vendor check payroll.

CERTIFICATES, LICENSES, REGISTRATIONS:

PHYSICAL DEMANDS:

- Requires ability to routinely climb and reach.
- Requires ability to lift from floor to overhead storage up to twenty-five pounds.
- Requires ability to reach shelving up to eight feet with use of stepladder.
- Requires ability to stretch and move body joints in the process of bending, stooping, kneeling or reaching without assistance from another.
- Ability to sit for long periods of time as well as routinely stand, walk, squat, bend, hear, reach and grasp.

WORK ENVIRONMENT:

- Conducts duties primarily in an office environment, which occasionally can become stressful.
- Employee is not routinely exposed to any adverse environmental conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.