

City of Mascoutah

JOB DESCRIPTION

Title: Executive Assistant II
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.
- Record and track citizen or other complaints, resolve complaint if able to do so or delegate to proper Department Head for resolution.
- Answer/make phone calls, emails and other communication for the City Manager's Office.
- Act as staff support for various projects and events.
- Assist Public Works Director with tracking and issuance of building permits, fence permits and excavation permits. Monitor and follow up with building inspections, occupancy inspections and code violations with appropriate personnel.
- Provide pool and park administrative management support as required including recruitment, interviewing, hiring and scheduling of seasonal personnel
- Provide primary support for parks facility rentals and pool pass sales.
- Record and process Park and Recreation Board meeting minutes.
- Assist administration staff with budget document preparation.
- Review and post updates to the City's website.
- Provide secretarial support for all city commissions & committees.
- Process City mailings to citizens, property owners, businesses, etc.
- Backup support for Planning Commission and Finance Commission secretarial duties.

- Provide backup support to process accounts payable and payroll vendor checks in coordination with Finance Coordinator and City Manager.
- Administrative support for City Council agenda formation and meeting packet assemblage.
- Provide significant assistance in the planning of City and community sponsored events.
- Perform as back up support to Executive Assistant 1 duties as required.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

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.