

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Administrative Assistant (Part-Time)**
JOB STATUS: **Part-Time**
Starting Range: **\$14.88 - \$25.95**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS:

This position entails varied and responsible administrative work. Its primary function is to ensure anyone having business at City Hall is greeted and directed in a friendly and professional manner. Responsibilities also include clerical support to the administrative department. The employee must be able to maintain confidentiality at all times. The incumbent works under the general supervision of the City Clerk.

QUALIFICATIONS:

Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
Must possess computer skills that are necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Windows®* systems and applications;
Must have general working knowledge of related office equipment;
Must possess a valid driver's license or obtain it within 60 days from the date of hire;
Must possess a driving record suitable for insurability;
Must be willing to work non-standard hours and overtime as required;
Must be willing to travel overnight to attend continuing education courses and workshops;
Must be physically able to perform the essential functions of the position.

ESSENTIAL JOB FUNCTIONS:

Answer multi-line telephone system; perform receptionist and public relations duties;
Maintain accurate telephone list and numbers for employees;
Take messages and notes and retain for future references;
Manage all front office activities;
Maintain the scheduling calendar for the use of the Council Chambers and Conference Room at City Hall;
Organize office communication and activities on a day-to-day basis, including incoming calls, messages and visitors;
Maintain office common areas and facilitate meetings;
Order office supplies when needed;
Frequently move office equipment, boxes, office supplies, books, etc. weighing 25 pounds in the office area, City Hall, and other municipal buildings;
Compile and print the City Manager's monthly report;
Be reliable, punctual, and organized, and have demonstrated ability to manage multiple priorities in a very busy office;
Possess excellent interpersonal skills, pleasant phone manner, and typing ability;
Be responsible for the use of city administrative supplies;
Frequently operate computer and basic office equipment in the performance of assigned duties;
Frequently move about inside the office to access filing cabinets, storage rooms, office equipment, etc.;
Manage the reception area to ensure that all types of communications (telephone, computer, mail or in-person) are relayed to the appropriate personnel;
Frequently photocopy material requiring sorting, compiling, and distribution;
Perform other job-related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the principles and practices of public administration in general and the administrative department in particular;
Skill in preparing reports and correspondence;
Ability to operate a multi-line phone system;
Ability to perform work through specific and general delegation by the city clerk with considerable latitude for the exercise of independent judgment;
Ability to lift and handle at least 25 lbs;
Ability to lift supplies, records and move small equipment;
Ability to stand comfortably for long periods of time;
Ability to read and prepare various documents and reports and other forms of written communications;
Ability to plan and organize work with little or no supervision;
Ability to maintain confidential files in a timely, efficient, and orderly fashion;
Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively;
Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials;
Ability to establish and maintain effective working relationships with elected officials, department heads, the local business community, and the general public;
Ability to express ideas clearly and concisely, orally and in writing.

APPLICATION DEADLINE/PROCEDURE:

Complete application files must be received at the City Hall. This position will remain open until filled.

A complete file consists of:

A current City of Pell City employment application

Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement]

The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.

Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.

Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City

Human Resources

1905 1st Avenue North

Pell City, AL 35125

Email: pc_hr@cityofpellcity.net

Fax: 205-338-2320

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.