

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ASSISTANT - CONFIDENTIAL

**REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR TYPE: CONF/NON-BARG,
NON-EXEMPT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

A full-time position, under the general direction of the Community Development Director. Performs a wide variety of clerical duties in support of City departments; responds to telephone inquiries, screens and directs calls and takes messages; greets visitors of the department; performs word processing and various other computer applications; prepares and maintains files, records and reports. Position also provides clerical support for: 1) data collection and analysis for economic development activities; and 2) administrative support of various departments, including file creation and filings, responding to telephone inquiries, mailings, maintaining various lists, assist on various smaller projects, mailing letters, and drafting routine correspondence code complaint files.

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional, and effective working relations with other City employees and members of the public.

ESSENTIAL FUNCTIONS:

Answer telephone; ability to give and receive oral information; reading comprehension; typing; computer literacy using diverse programs; ability to sit for long periods in office chair; oral communication with public; driving motor vehicle; ability to work long hours and evenings occasionally.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Greets telephone callers and visitors to the department; screens and handles inquiries of a general or specific nature; takes messages; maintains calendars for meetings and appointments and deadlines.
- Prepares and types correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receives, sorts and directs incoming department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates copier, fax and postage machines.

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- Establishes and maintains files and file systems, both standard and on computer, of considerable volume and moderate complexity.
- Attends meetings of various committees for the purpose of preparing minutes, notes or other documentation of actions.
- Assists with the processing of planning permit, building permit, and sign permit applications, forms and other materials constituting the department's paper flow and record keeping. Includes preparing and routing files to appropriate departments, maintaining filing system and updating hard copy and electronic records for all permits.
- Provides administrative support for staff of other departments, including Finance and Administrative Services that may include human resources-related confidential work, recruitment, social media posts, and website updates.
- Assists in work overflow normally delegated to Assistant Planner.
- Performs public noticing and posting requirements per Brown Act.
- Prepares and issues notices, permit documents, and other documents administered by the department.
- Responds to inquiries from the public and handles or directs to appropriate responder.
- Coordinates addressing with Postmaster, Assessor's Office and Emergency Service Agencies.
- Assists in processing of building permits and maintains building archives.
- Takes and transcribes City Council meeting minutes in the absence of the City Clerk.
- Other duties as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Windows word processing, Excel, Publisher, telephone, FAX machine, iPad or tablet, smart phone, calculator (10-key tape type), copier, postage meter, printer, binding machine, shredder.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.
- Basic computational skills.

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Ability to:

- Deal politely and effectively with the general public.
- Type and/or word-process at a minimum rate of 50 words per minute.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties including the use of independent judgment.
- Effectively supervise the work of others.
- Maintain confidentiality.
- Identify priorities.
- Meet deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.

DESIRABLE EXPERIENCE/EDUCATION:

- High school graduate or GED; and
- Three (3) years' experience in office management or reporting to an executive; and
- Experience in the day-to-day operations of local government. A college degree (B.A., B.S.) may be used to substitute for two years' experience.
- Basic understanding of building and planning procedures.

PHYSICAL REQUIREMENTS:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers and FAX machines, and ability to climb flights of stairs.

NOTE: *Accommodations may be made for some of the non-essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Reviewed - Human Resources: _____ **Date:** _____

Recommended - Department Head: _____ **Date:** _____

Approved by – City Manager: _____ **Date:** _____

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I have read and understand the contents of the job description:

Employee Signature: _____ **Date:** _____

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Established 02/023

