



JOB DESCRIPTION

Title: **COUNCIL OFFICE ADMINISTRATOR III**
Department: Council
Class Code: 0525
FLSA Status: Non-Exempt
Effective Date: October 2015 (Rev. 01/2018)

GENERAL PURPOSE

Under general supervision of the Council Administrator performs intermediate level administrative duties for the City Council.

ESSENTIAL DUTIES

- In association with the Council Administrator, meets all the requirements of the Open Meeting Act, assisting in preparing agendas, documentation, noticing and recording meetings. Transcribes minutes for approval by the City Council.
- Prepares physical space for meetings of the City Council, ensuring that all necessary documents, devices and materials are in place prior to meetings. Attends various meetings as required; some meetings being after regular work hours.
- Ensures that record keeping is complete in compliance with GRAMA (Government Records Access and Management Act) requirements. Develops a working knowledge of City policies and procedures and general knowledge of governmental policies and best practices.
- Makes minor purchases, including office supplies, and processes invoices for payment.
- Interacts with the public and provides detailed information to inquiring parties, as needed, or directs complex questions to senior staff. Answers single or multi-line phones; screens and routes calls and walk-ins to appropriate people. Familiar with Murray City demographics.
- Assists in the planning and carrying out of large projects and events, but is rarely responsible for the entire project.
- Performs research as required by the City Council providing routine analysis; may chart and graph upon request. Performs routine and technical duties under minimal supervision; calendars and schedules events; assists in organizing the office, posts to the web site; copies and distributes information as required. Responsible for making travel arrangements and appointments.
- Uses Word, Power Point, Excel and other software applicable to the City Council.
- Is responsible to be familiar with working level office procedures and department functions, to include knowledge of telephone and receptionist processes, typing, basic math, grammar, and English Skills.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation and three (3) years office administrative experience.

Supervisory Requirement

- None

Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation and spelling; working knowledge of the department and the functions it performs.
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel or any other software applicable to the organization.
- Ability to prioritize and plan work daily.
- Ability to type data entry quickly and accurately.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described 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, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____