



ADMINISTRATIVE ASSISTANT

Act as liaison with all elected officials in scheduling meetings, notifications, correspondence, travel requests and other official duties.

Act as liaison with all city committee members in scheduling meetings, notifications, correspondence, travel requests and other official duties.

Perform routine clerical duties. Services include handling incoming messages, preparing routine correspondence; completing duties as assigned. Primary secretarial support for Administrator, City Clerk and Mayor.

Respond to public inquiries on the telephone and in person. Provide information and assistance to the public. Resolve complaints within scope of information and authority and refer to others, as appropriate.

Provide notification to appropriate citizens and publications of all city open meetings.

Prepare Agenda(s), packet(s) and Minute(s) for City Council, Planning Commission, BZA and other city committees as required.

Work with Building Code Official with regards to typing, filing various reports and monthly licenses and permits. Primary administrative support for Building Code Official.

Type various correspondence as requested by Mayor and department heads along with answering various governmental inquiries etc.

Submit as needed information to the official city newspaper, submit advertising in local papers, as directed.

Handle all Travel Arrangement, Expenses/Advances for City Staff/Governing Body

Maintain Rental Property Database and coordinate inspections with Building Official to maintain revenue base

Coordinate City Newsletter submission, prepare newsletter to submit for publication and distribution

Issue animal licenses and garage sale permits, keeping record of number of sales.

Issue, maintain and recording of new and renewal occupational licenses.

Issue Cereal Malt Beverage License and send quarterly report to State.

Make and issue park reservations.

Assist Assistant to City Clerk with preparation and maintenance of Payroll

Maintain the public Calendar of meetings

Maintain Public Contacts and Committee directories

Ability to operate present city computer equipment, fax, typewriters, adding machines, copier and any other related office equipment.

Other duties as assigned.