

CITY OF SANDUSKY

Administrative Assistant
Department of Community Development

The City of Sandusky is accepting applications for the full-time position of Administrative Assistant. The person in this position will perform a variety of administrative duties for the Department of Community Development. The ideal candidate should have secretarial and clerical experience with spreadsheet knowledge. Salary is negotiable and will commensurate with experience and education.

Applications and position descriptions can be obtained at www.ci.sandusky.oh.us. A completed application and resume should be submitted to City of Sandusky, Department of Administrative Services,

Attn: Connie Nicholson, HR Manager- cnicholson@ci.sandusky.oh.us or

Victoria Schaefer, HR Specialist- vschaefer@ci.sandusky.oh.us

222 Meigs Street, Sandusky, OH 44870.

Application Deadline: The initial review of applications will be April 30, 2018 and will continue until the position is filled.

JOB DESCRIPTION
The City of Sandusky
Administrative Assistant
Pay Range 5
Office of Community Development

Job Title: Administrative Assistant

Reports To: Chief Development Officer and Planning Director

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

To provide executive support in a dynamic work environment to both the Department of Community Development and Department of Planning in addressing the administrative tasks necessary for the operation and growth of the departments.

Essential Responsibilities:

Responsible for the general administration of the Department of Community Development and Planning Department.

Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.

Listens to, documents and follows through on problem and/or complaints from citizens with the departments/divisions.

Assist with scheduling, correspondence and representation of the Department of Community Development and Department of Planning.

Provides general secretarial support to various divisions within the departments, as instructed by the Chief Development Officer and Planning Director.

Supervise the input and maintenance of information in ZonePro and any subsequent address data software for the department.

Prepares purchase requisitions and analyzes them for adherence to proper procedures and proper cost apportionment.

Prepare and complete all necessary paperwork to pay invoices through the Finance Department.

Computes and maintains payroll, calculates number of hours per employee per project, and completes chargebacks as necessary.

Prepare bid documents, assist with contract awards, maintain project files, prepare and keep accounting of pay requests.

Prepare correspondence and bills for Community Reinvestment Area (CRA) and Enterprise Zone (EZ) agreement compliance.

Prepare billing for the Transit Administrator and assist with reports as necessary.

Research on projects and topics as assigned.

Help assemble grant applications as necessary.

Maintain project files, prepare and keep accounting of pay requests.

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Compose and type correspondence, communications, and reports as necessary.

Act as the Record Custodian for the department and assist with record requests and retention.

Read and interpret City of Sandusky Codified Ordinances and the City of Sandusky Planning & Zoning Code in order to implement and follow proper legal procedures for required public notices.

Serve as Clerk of the Board of Zoning Appeals, the Economic Development Committee, Planning Commission, , Landmark Commission and other committees as needed, including recording and transcribing minutes, compiling circulation lists and preparing notices and agendas.

Understand all department programs to be able to assist with application and form distribution and intake to citizens, including but not limited to the following applications Housing, Economic Development, Planning and Zoning and Transit.

Prepare procurement documentation for files.

Assist Department/Division Heads with performance of administrative functions including preparation of budgets.

Organize and maintains files for offices.

Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.

Arrange travel schedule and reservations.

Related and other duties as required.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Skills and Abilities:

Use logical thinking and personal judgement to perform a variety of office tasks that require special skills and knowledge.

Make decisions based on judgement and City policy.

Follow instructions without close supervision.

Speak and write clearly and accurately with attention to details.

Knowledge of modern office procedures, practices, equipment and data processing fundamentals.

Skill in computer data entry and retrieval, filing, typing (correspondence and statistical).

Proficient in Microsoft Word and Excel.

Ability to courteously deal with employees, department heads and public by telephone or in person.

Ability to be well organized.

Maintain an effective working relationship with other employees.

To work under stressful conditions, due to time constraints.

Change work frequently; for example typing, taking dictation, etc.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning & Development:

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

General addition and subtraction, multiplication, division, interest and percentages.

Language Development:

Reading: Read newspapers, periodicals, journals, and manuals.

Writing: Write business letters, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: Speak extemporaneously on a variety of subjects.

Relationships to Data, People and Things:

Data: *Compiling: Gathering, collating, or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

People: *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

Things: *Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.*

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.

Over 1 year up to and including 2 years.

To do this job, you must have the following licenses or certifications before being hired:

None.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

High School Diploma.

Secretarial and clerical experience, with spreadsheet knowledge in related field.

OR, an equivalent level of education and experience.