

**CITY OF AFTON
JOB DESCRIPTION**

Updated 5.6.2020

POSITION TITLE: OFFICE ASSISTANT
STATUS: NON-EXEMPT POSITION
REPORTS TO: CITY ADMINISTRATOR
HOURS: 9:00 a.m. to 2:00 p.m. M, T, TH, and 9:00 a.m. to 4:00 p.m. Wed.

SUMMARY:

The Office Assistant is the receptionist for the main office. The primary duties of this position include customer service, both by phone and in-person; organizing, filing, scanning and electronic storage of documents; and the preparation of agenda packets for City Council and City Commission meetings.

This position requires the ability to present a positive and helpful impression to the public on the phone and in person; track and prioritize workload; juggle routine tasks with frequent interruptions; and provide well documented and accurate record keeping.

ESSENTIAL FUNCTIONS OF THE JOB:

- Answer telephone, fax and internet inquiries and respond accordingly or direct calls to the appropriate person.
- Electronically organize, store and maintain records and documents, including invoices, contracts and property data records, including scanning of documents.
- Pick up and process incoming and outgoing mail.
- Process Gopher One locates
- Coordinate maintenance of copier, printers, and postage meter; maintain an adequate supply of paper, toner, postage, and other equipment supplies.
- Record cash receipts; prepare bank deposits
- Issue dog and cat licenses; maintain license list; send list monthly to Animal Control Officer.
- Purchase and order office and general supplies and any other purchases as requested by the City Administrator.
- Monitor and maintain outside bulletin board.
- Prepare agenda packets for the City Council and other City Commissions.
- Prepare the Council Chambers for meetings and keep that room, the shared work area and the coffee service areas clean and orderly.
- Maintain the office and website calendar for meetings in the City Hall.
- Create and update Staff, Council and Commission directories, mailing lists and labels.
- Receive and process reservations for Town Square Park.
- Update and maintain office forms and display case.
- Receive and process payments of cash or checks to the City.
- Reconcile Petty Cash records.
- Accept and direct Building and Zoning Permit applications; process and mail under direction of Building Inspector, City Clerk or City Administrator.
- Maintain complete and accurate Accounts Payable files; assist in year-end filing/storage, as directed.
- Maintain revisions to the Afton City website
- Prepare book of all council and commission packets

- Assist in maintaining official book of minutes and agendas
- Post notices of regular and special meetings
- Special purchasing projects (phone system, postage meter, copier)
- Type reports, forms, correspondence, etc. as directed

OTHER SKILLS & ABILITIES:

Ability to establish and maintain effective working relationships with the public, the City Council and with the staff. Good oral and written communication skills, strong organizational skills and high attention to detail. Ability to handle City matters with discretion and tact; ability to discern when information is confidential. Ability to learn and use an electronic document management system.

EDUCATION, TRAINING & EXPERIENCE:

High School Diploma or GED required. Post-secondary education, office experience or bookkeeping experience is desired. Ability to answer phones and assist public in a helpful and courteous manner. Ability to type accurately and efficiently. Experience with office equipment and computer software such as MS Office (e.g. Word, Excel, and Outlook), copier, fax machine, postage meter, calculator, etc.

PHYSICAL DEMANDS:

Must be able to occasionally lift and carry up to 20 pounds.