

## JOB DESCRIPTION

### **ADMINISTRATIVE SECRETARY**

Hours: 8:00 A.M. to 5:00 P.M. Monday thru Friday and other times determined by various meeting times and dates.

Supervisor: City Secretary

**Job Summary:** The Administrative Assistant will be responsible for the professional operation of the city office. This position will have continuous contact with the public and they will be required to exercise tact and diplomacy at all times.

#### **Principal Duties and Responsibilities:**

1. Attending regular and special city council meetings; preparation of the minutes.
2. Serves as custodian of official City records and files all city records.
3. Prepare, post, and advertise notices of official meetings. Preparation of agendas.
4. Prepares and advertises notices of public hearings and special meetings.
5. Administers oath of office to public officials.
6. Administers all City elections.
7. Provide assistance and information to citizens regarding City Ordinances
8. Responsible for the City's Accounts Payable and the maintaining of all invoice records.
9. Maintains City employee personnel records. Responsible for City's Payroll and maintaining all payroll records. Also completes all monthly, quarterly, and yearly payroll reports and forwards them to the proper State and Federal agencies.
10. Bank reconciliation.
11. Notary for various city documents.
12. Contact person for city insurance, retirement system and workers compensation.
13. Implement and maintain sound accounting practices for all City funds.
14. Supervise and maintain an ethical and professional atmosphere in the office environment.
15. Any other duties as determined by the City Administrator.

**Equipment to be operated:**

Computer, calculator, telephone system, copy machine, postage meter, and other miscellaneous office equipment.

**Working conditions:**

The job site will be the City Hall in Plains, Texas. Limited amounts of travel will be required to attend meetings, seminars, and conferences.

**Physical demands:**

Stressful position requires good general health. Requires sufficient physical strength and stamina to lift and carry up to 10 pounds and push, pull or drag up to 25 pounds of documents and other office supplies and equipment. Must be able to stand for extended periods of time. Must be able to sit and enter data into a computer for extended periods of time. Must communicate effectively and courteously with customers and other employees in person and on the telephone; answer questions about utility customer service, accounts receivable; read computer screens and printouts; and compute, prepare and balance cash daily. Required to be punctual, efficient, and self-motivated. Must be able to work under pressure and/or frequent interruptions.

**Education and experience requirements:**

This position requires a high school diploma or GED with experience or educational training in accounting principles, as well as administrative skills is strongly preferred. This position requires exceptional professionalism and "people skills."

***The City of Plains an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.***