



111 South Cherokee Avenue
Tahlequah, OK 74464

Phone: 918-456-0651

Fax: 918-458-9589

Website: www.cityoftahlequah.com

City of Tahlequah, Oklahoma Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: Mayor/Assistant Administrator
FLSA Status: Non-Exempt
Grade 5

Summary Performs a variety of routine, difficult and complex tasks relating to the efficient function of the administrative branch of city government, including; clerical, administrative, public relations, research, scheduling, or any of several others tasks relating to city administration.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Maintain close communications with the mayor, assistant administrator, city attorney, and city councilors.
- 2) Handle all correspondence for the administrative office.
- 3) Handle most of the confidential correspondence for the city.
- 4) Addresses questions and concerns of citizens and resolves as many as possible, or funnels them to the proper department.
- 5) Functions as recording secretary for the Sanitation Enterprise Committee and for other meetings as requested.
- 6) Helps to organize work load, sets schedules and keeps calendar for the mayor and assistant administrator.
- 7) Help in the preparation of reports, publications, research and information to be presented by the city.
- 8) Represent the administration at meetings when the mayor or assistant administrator requests.
- 9) Make travel arrangements for those requesting city related travel through the administrative office.
- 10) Assists in scheduling and organizing events/meetings as necessary.
- 11) Handles and maintains correspondence regarding management/union matters, including minutes of meetings.
- 12) Continually upgrade skills to increase effectiveness in performance of duties.
- 13) Attend council meetings and other meetings as requested.
- 14) Assists with payroll and employee data management.
- 15) Other tasks and duties may be assigned to the employee as needed by the supervisor in charge and/or city administration that are not included in this job description and may/or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

Supervisory Responsibilities

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Possess extensive clerical, people, telephone and PC skills.
- 2) Have excellent English composition and writing skills for composing text for letters, publications, reports, etc.
- 3) The ability to handle complaints and inquiries from the public in a courteous manner.
- 4) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 5) Ability to establish effective working relationships with fellow employees, supervisors, city councilors and the general public.
- 6) Maintain socially accepted standards of speech and appearance while on duty.
- 7) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 8) Ability and willingness to perform assigned work in a timely and efficient manner.
- 9) Must have a clear vision of the department's goals and how they mesh with the goals of the city.
- 10) Possess clerical, public relations and administrative skills needed to optimize the performance of the department.
- 11) Ability to plan and direct the work load and multi-task.

Education and/or Experience

- 1) High School Diploma, or equivalent, is preferable.
- 2) Advanced clerical skills obtained through vo-tech classes, or experience.
- 3) 2-3 years secretarial experience, preferably some of that at the executive secretary level.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Assertiveness to clearly communicate information to those citizens requesting it.
- 3) Excellent writing and composition skills.

Mathematical Skills

Sufficient to perform the reports and record keeping required in the department.

Reasoning Ability

- 1) Recognizing and responding to the concerns and issues that are expressed to the position.
- 2) Must be able to understand both oral and written communications.
- 3) Must be able to interpret rules, policies, and procedures.

Computer Skills

Computer skills as needed, including word processing, spread sheet, Internet, and e-mail.

Certificates, Licenses, Registrations

Must possess a valid Oklahoma Class "D" Driver's License and maintain it throughout your employment.

Other Skills and Abilities

Good people and mediation skills, as well as patience.

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

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.

- 1) Sitting, standing, walking, typing, talking, hearing, and repetitive motions are all demanded in the job.
- 2) The job is considered "Light Work", essentially clerical in nature but having to do "what needs to be done".
- 3) Level One Visual Acuity.

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.

The worker will be subject to mostly indoor office conditions with no known hazards.