



## City of Greenfield

### ADMINISTRATIVE ASSISTANT

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Job Title:	Administrative Assistant
Department:	City Manager's Office
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	04.2025

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#### **DEFINITION:**

Under direct supervision, performs a wide variety of responsible, confidential, and complex administrative duties for the City Manager.

#### **CLASS CHARACTERISTICS:**

This class is directly responsible with assisting the City Manager in managing his/her calendar, appointments, travel, etc., this position would assist the City Manager with additional tasks such as the following:

#### **ESSENTIAL FUNCTIONS:**

- Exercise discretion in arranging appointments and keeping itineraries for the City Manager
- Arranges committee, staff, and other meetings.
- Answer telephone or in-person inquiries for the City Manager; exercises discretion in determining the nature of such inquiries and where and how they may be most appropriately expedited.
- Prepares and processes a variety of letters, reports and other materials from rough notes, general instructions or personal knowledge and research, using a personal computer or laptop.
- Maintains departmental records and files, including confidential materials.
- Independently composes and type certain reports and correspondence as required.
- Prepares routine administrative reports by researching, assembling, and summarizing information and data.
- Relieves the City Manager of routine administrative and clerical details, as necessary.
- Prioritizes, distribute and process incoming and outgoing mail for the City

Manager.

- Order and issue departmental supplies and maintain inventory controls.
- spearheading citywide social media program and community calendar(s) (all platforms, to be more complete, effective and efficient),
- organize and administratively assist with local non-profit and business group partnerships,
- organize and administratively assist with regional and state agency partnerships,
- organize and administratively assist with state representatives and policymakers
- assist and occasionally represent the City Manager's Department in internal city meetings related to large, citywide initiatives (annual budget, general plan, capital project programs, economic development programs (including workshops),
- assist with potential development of district capital improvement program
- Performs related duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of

- Office administrative practices and procedures, including records management and inter-departmental work coordination.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Correct English usage, including spelling, grammar, and punctuation.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Standard office practices and procedures, including records management and the operation of standard office equipment.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

### Skills / Abilities

- Performing technical, detailed, and responsible office support work.
- Analyzing and resolving various office administrative problems.
- Understanding and carrying out oral and written direction.
- Working independently in the absence of the City Manager
- Organizing work, setting priorities, critical deadlines and following up on assignments with a minimum of direction.
- Maintaining confidentiality of sensitive information.
- Making sound, independent decisions within established procedural guidelines.
- Composing correspondence independently or from brief instructions.

- Compiling and summarizing information to prepare clear and accurate reports.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing or word processing at a rate of 55 net words per minute.

#### **ADDITIONAL REQUIREMENTS:**

##### License

- Must possess a valid California Class C driver's license and have a satisfactory driving record acceptable by the City's insurance carrier.

##### Background

Must pass a comprehensive background investigation.

##### Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and on a two-way radio. The ability to exert light physical effort, including but not limited to, lifting, carrying, pushing, and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less).

#### **ACCEPTABLE EDUCATION/EXPERIENCE AND TRAINING:**

Graduation from high school and one year of general office administrative or secretarial experience. Bilingual English/Spanish desirable but not required.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.