

CITY OF PROCTOR

Confidential Administrative Assistant

FLSA

Non-Exempt

JOB DEFINITION: Directly reports to the City Administrator. Provides confidential administrative support for the City Administrator, Mayor, and City Council. Performs a variety of routine and complex clerical, administrative and technical work on request for the City Administrator, Mayor, and City Council. Maintains negotiation and grievance files in conjunction with the City Administrator and performs research in the development of City positions with respect to negotiations and grievances. May be directly involved with labor negotiations.

ESSENTIAL FUNCTIONS: The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this Classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities.

REPRESENTATIVE DUTIES:

Maintains confidentiality where required by the Minnesota Data Privacy Act or on other matters in which the Administrator has determined release of information is the responsibility of the Administrator/Police Chief.

Prepares all Council and Committee/Commission agenda packets and related materials for meetings; takes notes and prepares minutes; publishes summary of minutes and list of bills in the newspaper.

Receives Information Disclosure Requests, reviews requests with Administrator for approval, researches approved data, responds to requests as directed, and maintains log of each request.

Provides administrative support to the Administrator and assistance backup to other office personnel and council members when required.

Performs clerical duties including those of typing, word processing and filing of a variety of letters, forms, notices, publications, lists, resolutions, ordinances, contracts, minutes and inter-office correspondence, transcription and accounts receivables.

Typing of all confidential communications and documents as directed by the City Administrator, including labor negotiations documents, grievance documents and communications with the Cities Labor Consultant and/or City Attorney.

Receipts into the Treasurer's receipt book all money collected by the City; codes and posts entries into the computer to account for all incoming cash.

May perform some general accounting procedures. Prepares accounts payable.

Deposits money into the City's General Account.

Prepares First Report of Injury for City Employees; prepare and submit various forms to the League of Minnesota Cities Insurance Trust; sends follow-up correspondence and return to work notices to a claims representative; maintains the OSHA Log of injuries and prepares the annual report; submits claims and correspondence to the Life Insurance Carrier upon the death of City employees.

Prepares and submits all liquor licensing, and gambling applications to the State of Minnesota Department of Public Safety, Alcohol and Gambling Division.

Maintains records of all ordinances, resolutions, contracts and agreements, land conveyances, City Council minutes, lists of boards and commissions, other board and commission minutes and central City files.

Participates in the preparation for and negotiations of labor contracts. Participates in the preparation for and resolution of grievances.

Complete and issues building permits, including HVAC permits and plumbing permits for Building Inspector and Building Official. Completes and issues excavation and land fill permits for Street Working Foreman and City Administrator approval. Maintains certificate of insurance files.

Maintains social media and website for the City.

Performs other duties as assigned or required.

KNOWLEDGE, ABILITY and SKILLS:

Knowledge of Federal and State Data Privacy Laws preferred.

Ability to maintain confidentiality and handle confidential information.

Advanced ability to organize and prioritize tasks, functions, and responsibilities resulting in the ability to meet or exceed deadlines.

Knowledge of City policies, programs, procedures, rules and regulations a plus.

Some knowledge of budgeting, accounting, and financial management processes and practices preferred. The ability to perform arithmetic computations accurately and quickly,

Ability to communicate effectively, both orally and in writing.

Knowledge of modern office practices and procedures, including the operation of computers and electronic data processing and the ability to learn and use new software applications as required.

MINIMUM QUALIFICATIONS:

Associate degree in Office Administration or a related field **and/or** two years of experience as an administrative assistant. Customer service experience may be considered.

Possession of a valid State of Minnesota driver's license.

Ability to become a Notary Public.

ADDITIONAL REQUIREMENTS:

Physical components to include acute hearing, extended sitting, lifting up to 20 pounds and working in a controlled office setting.

Attendance required at evening City Council and some committee/board meetings.

Light work requiring repetitive sitting, standing, and data input on office equipment.