

JOB DESCRIPTION

CITY OF FARMINGTON

JOB TITLE: ADMINISTRATIVE AIDE – MPO

PAY CLASS: C-5 - Non-Exempt

DEPARTMENT/DIVISION: Community Development / MPO

LATEST REVIEW DATE: 1-08

PERSONNEL REVIEW: S. Hare

DEPARTMENT REVIEW: M. Sullivan

JOB DUTIES

ESSENTIAL DUTIES:

Works under the general supervision of the division head or designee according to an established work routine.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, filing, and bookkeeping.

Assists in the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.

Responsible for entry of all payroll timesheets, balancing the hours, and assuring accuracy of the payroll at the department level.

Composes, types, and edits correspondence, legal notices, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares agendas and supporting materials; takes and transcribes minutes at public hearings, meetings, and department staff meetings; prepares and distributes minutes and reports.

Arranges and confirms meetings with officials, citizens and community bodies. Sets up facilities. Meetings may be held after hours and in locations other than Farmington.

Receives the public and answers questions; responds to inquires from employees, citizens and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of development application fees and various other payments, and posting monies to appropriate accounts.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Maintains the department filing systems and computer data bases.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May provide backup to related departmental positions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Testing Policy which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

Ability to effectively meet and deal with the public.

Ability to communicate effectively verbally and in writing.

Ability to handle stressful situations.

Ability to type with accuracy in the range of 70 wpm or at a rate sufficient to perform listed duties.

Ability to take and transcribe minutes accurately with preference given for ability to take shorthand or for speed writing skills.

Ability to operate with proficiency: phone switchboard; tape recorder; mainframe computer terminal; personal computer and applicable software including Windows, word processing (Word), spreadsheet (Excel), and Access; copy machine; fax machine; 10-key calculator.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a normal office setting. The noise level in the work environment is usually quiet.