

ADMINISTRATIVE ASSISTANT

Department: Planning & Redevelopment **Classification/Grade:** 20
Division: _____ **FLSA Status:** Non-Exempt
Reports to: Planning & Redevelopment Div. Mgr **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under primary direction of and evaluation of the Planning and Redevelopment Manager, performs special and diversified clerical support for the Planning and Redevelopment Division, including environmental planning. Prepares prescribed materials and performs tasks necessary for the daily successful operation of the Division; provides assistance and accurate information to the public.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
3. Organize and maintain filing system; maintain records and forms.
4. Independently compose, compile and prepare correspondence, reports and related documents as directed by the Division Manager; type and proofread a variety of complex reports, letters, memoranda, and statistical charts from rough draft or verbal instruction.
5. Send out and post public notices pursuant to Nevada Revised Statutes.
6. Direct telephone calls and public inquiries to the correct staff or Department, or when appropriate, resolve the problem, question, or complaint.
7. Maintain appointment schedule and calendar for Division Manager; coordinate and schedule meetings and occasional special events; make travel arrangements for Division Manager and other Division staff.
8. Plan and monitor activities of assigned commissions, committees, or other public groups; file minutes with City Clerk.
9. Operate a variety of office equipment with efficiency including a computer; input and retrieve data, text, and other files; organize and maintain electronic storage.
10. Assist staff in receiving, organizing, and tracking zoning/development applications.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Assist in Division operations and perform other related duties as assigned.
- B. Assist at the customer counter in the Division, and occasionally assist receptionist for other departments and divisions.
- C. Conduct research relating to planning and redevelopment issues.
- D. Assist in keeping Division's web page up to date.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- English language, spelling, grammar, punctuation; business / technical writing.
- Modern office procedures, methods and computer equipment; report preparation techniques. Working with Microsoft Excel and Word.
- Customer service needs and delivery.
- Planning and redevelopment activities (in general).
- Public relations skills.

Ability to:

- Perform responsible and accurate work; use of independent judgment and personal initiative.
- Independently prepare correspondence and memoranda.
- Type accurately and at a speed necessary for successful job performance.
- Work independently in absence of supervision.
- Read and comprehend essential features on maps and construction plans.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships and customer service levels throughout the course of business.
- Analyze problems, evaluate alternatives, and make creative recommendations.
- Arrange and set up meetings.
- Understand and accept directions from the Division Manager.

Skill:

- Ability to speak and understand Spanish is desirable.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D. Associate degree in business administration, public administration, or planning is desirable.

Experience: Two years of secretary / administrative assistant experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must be able to handle stressful situations, attend some breakfast, lunch, or evening meetings, travel to off-site facilities and must carry/lift/push or pull loads of up to 25 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: 2007
October 2009