



City of Mason
Job Description

Administrative Assistant

Department:	Administration
Supervised By:	Director of Public Works
Supervises:	None
Bargaining Unit:	None
FLSA:	Non-Exempt
Status:	Part-time

General Summary:

Under the general supervision of Director of Public Works, greets and assists public, answers telephone, assists Superintendents and other staff as assigned with projects.

City of Mason:

More than any other criteria the City of Mason values candidates who are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Answers multi-line telephone, assisting the public or forwarding the call to the proper extension. Communicates clearly and efficiently while maintaining a welcoming and professional demeanor. Provides general information and customer service.
2. Prepares and processes forms, correspondence, reports, memos, and other similar documents.
3. Assists the Director with special projects as assigned. Responsibilities include but are not limited to: research, communications, reporting, record keeping, planning and preparing recommendations for the Director of Public Works and his subordinates.
4. Performs related work as well.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school education, college education is desirable.
- Experience requirements include previous experience in general office procedures.
- Considerable knowledge of general office operations, clerical, and secretarial procedures and practices including a working knowledge of Microsoft WORD and EXCEL.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies. Typing requirements are reasonable speed and considerable accuracy.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees and the public.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos, articles, and letters.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and 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.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view and produce written and electronic documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

As an employee of the City of Mason, you are required to comply with company policies, procedures and standards of conduct that may be established by the City of Mason. Any offer to hire is contingent upon the successful completion for a pre-employment drug screen and a thorough background check.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.