

TOWN OF MINERAL SPRINGS, NORTH CAROLINA

POSITION TITLE: ADMINISTRATIVE ASSISTANT

PART-TIME: 14 HOURS PER WEEK

GENERAL DESCRIPTION OF DUTIES

This part-time position provides administrative assistance to the Town Administrator, Elected Officials, Planning Board, Board of Adjustment, and any other committees or boards that are established. The Town Administrator will make assignments by defining objectives, priorities, deadlines and assisting the employee with unusual situations which do not have a precedent.

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

- ❖ Serves as the receptionist for the Town Hall. The role of the receptionist will be to greet citizens/visitors seeking information and to direct them to the proper staff member, answer the telephone and makes appointments, etc.
- ❖ Assist the Town Administrator in receipt and follow up on citizen inquiries and complaints. Respond to correspondence/questions received by the Administrator's office.
- ❖ Collect/distribute incoming mail and meter/drop off outgoing mail at Post Office.
- ❖ Assists with folding, tabbing, and labelling newsletters for distribution.
- ❖ Assists the Zoning Administrator by collecting zoning applications and making sure all required documentation is being submitted, prior to forwarding to the Zoning Administrator.
- ❖ Assists with preparing the meeting room for all town meetings and clean-up following the meeting.
- ❖ Assists with assembling agenda packets for Town Council, Planning Board, Board of Adjustment and/or, any other formed committee meetings and mail or deliver to board member's home.
- ❖ Maintains all general files and records.
- ❖ Compose and transcribe routine correspondence, such as letters, memos, reports and other materials.
- ❖ Review monthly bank statements for discrepancies or unusual activity and forward to the finance officer.
- ❖ Perform other duties as may be prescribed by the Town Administrator.
- ❖ Undertake special projects assigned by Town Administrator.
- ❖ Back up the Town Administrator in their absence.
- ❖ Assist Festival Director/Coordinator with the annual festival. Duties will include providing basic festival information to participants, assisting with vendor applications, securing prize give-a-ways, set-up and take down, etc.
- ❖ Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Avoid duplication of effort. Estimate expected time of completion for work elements and establish a personal schedule accordingly. Implement work activity in accordance with priorities and estimated schedules.

EQUIPMENT OPERATED

Computer, copier, postage machine, printer, meeting recording equipment, and other assigned office equipment.

REPORTING RELATIONSHIP

This position reports to the Town Administrator.

WORKING CONDITIONS

Work is of a sedentary nature requiring some light physical activities and repetitive motion of the wrists, hands, and fingers. Exposure to atmospheric conditions normally associated with office type work.

PREFERRED QUALIFICATIONS

- ❖ Education - Graduation from an accredited high school.

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Knowledge of modern office procedures and practices.
- ❖ Knowledge of the Town Charter and governing ordinances, (or the ability to acquire knowledge of.)
- ❖ Knowledge of the organizational structure and functional areas of the Town, (or the ability to acquire knowledge of.)
- ❖ Proficiency in the operation of assigned office equipment, including Windows based computer equipment, Microsoft Office Software, Adobe Acrobat, etc.
- ❖ Ability to adhere to archiving processes/standards and to maintain records effectively.
- ❖ Ability to handle Mineral Springs resident inquiries and the general public with tact and with courtesy.

The hours for this position will be from 9:45 a.m. to 2:15 p.m. on Monday, Tuesday, and Thursday. In addition, there will be two to three evening meetings per month where attendance will be required.

Acceptance of job description:

Employee's Signature

Town Administrator's Signature

Date

Date