



JOB DESCRIPTION

JOB TITLE: Special Projects Coordinator/Administrative Assistant – PART-TIME (20 HRS)

DEPARTMENT: Administration

SUPERVISOR'S TITLE: City Clerk

JOB SUMMARY: The purpose of this position is to provide a variety of functions including administrative and clerical support to the City Manager and the City Clerk. Responds to citizen inquiries and assists in maintaining the records for the City. Work is performed under the general supervision of the City Clerk.

EXAMPLES OF WORK: The following examples are illustrative of some of the duties and tasks assigned to this title. No attempt is made to be exhaustive in this listing.

- Assists City Clerk in preparing meeting agendas, meeting packets, and meeting minutes.
- Assists with preparation of legal ads for newspaper regarding bids, road closings, public hearing notices, meetings etc. including posting of all notices for compliance of Open Records and Open Meeting Acts
- Posts notices, agendas and minutes to the website
- Maintains updates to City website
- Maintains organized scanning & filing system using Laserfiche for archival of City records
- Assists City Clerk with annual renewal of employee benefits
- Provides backup to other departments within City Hall
- Secures registration and travel arrangements for Mayor, Council, and all City staff
- Sort, copy and distribute various documents and mail for City Clerk, City Manager and Mayor and Council
- Assists to ensure all information is available to the public in compliance with Open Records and Open Meeting Acts
- Assists with updates or changes to ordinances as necessary, and distribution of changes to Code of Ordinances
- Assists in research and verification of contracts, agreements, or city records as necessary
- Establish and maintain original document files for various departments
- Handles special projects as assigned
- Performs other duties as required

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional customer service skills, to both, internal staff and external customers, and ability to diffuse in difficult situations
- Ability to multi-task frequently throughout the workday
- Knowledge of website design and ability to update and post as required
- Ability to ensure strict confidentiality in all matters in job performance as needed and required
- Ability to establish and maintain effective working relationships with other employees and city officials
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations

- Ability to communicate effectively verbally and in writing
- Ability to adapt to city policies and procedures and to read and understand the City of Hogansville Code of Ordinances
- Knowledge of computers and common computer software, including but not limited to word processing, spreadsheets, PowerPoint, and databases
- Have exceptional knowledge of business English, punctuation, spelling and business math
- Knowledge of modern office practices, procedures and equipment
- Ability to work independently with ethical judgement in the absence of a supervisor
- Adaptable to performing under moderate stress when confronted with an emergency
- Must have a valid state driver's license

WORK HOURS AND CONDITIONS

City Hall office hours are Monday – Friday, 8:00 am – 5:00 pm with an hour from 12:00pm – 1:00 pm for lunch. The Special Projects Coordinator/Administrative Assistant position is a part-time position of approximately 20 hours per week, with flexibility within the office hours of operation.

EDUCATION, TRAINING AND EXPERIENCE

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for this job title. Other training and experience, if evaluated, may qualify an applicant for a job of this title.

Graduation from high school or equivalent recognized certification supplemented by three years of considerable experience in progressively responsible clerical work, preferably in a municipal government setting. Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.