

**TOWN OF DILLON
ADMINISTRATIVE ASSISTANT**

REPORTS TO: Human Resources Manager

Job Overview: Provides a variety of routine and complex clerical, administrative and technical work in the administration of the town government. Ability to establish and maintain effective working relationships with employees, supervisors, and other departments, officials and the public.

Duties and Responsibilities:

- Providing customer service to citizens, guests, town staff, Mayor, and public officials.
- Administers front office duties including receptionist, maintaining office equipment, ordering supplies, collecting and distributing mail, scheduling meetings, assembling information, filing, and ordering meals for meetings.
- Assists department heads as necessary including, but not limited to:
 - a. Town Clerk: business licensing and accounts payable.
 - b. Finance Director: updates utility payments and customer information, cash receipts, and daily bank deposits.
 - c. Assists with Police Department: customer service and receipting fines.
- Assists planning and zoning commission including attending meetings, preparing minutes and meeting packets, and providing planning and zoning information to the general public and town staff.
- Administrative Assistant to Public Works Director, Engineer and Planner.
- Assists with enforcement of sign code, development code and nuisance ordinance.
- Cross training, as appropriate.
- In the absence of the Administrative Assistant, the Accountant Assistant and/or Town Clerk will perform his/her duties.
- All other duties as assigned.

Work Environment/Physical Activities: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an indoor office environment with exposure to periods of high activity, frequent interruptions, periods of noise and high degree of public contact.

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, feel or operate objects; 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.

Equipment Used: Telephone, personal computer, MS Office word processing and spreadsheet software, accounting software, printer, 10-key calculator, fax machine, copy machine, postage machine, audio recorder, and motor vehicle.

Supervision Exercised: None.

Qualifications: Two or more years of experience as an administrative assistant. Excellent computer skills required. Works responsibly and independently; communicates effectively verbally and in writing; and operates listed equipment skillfully. Bookkeeping skills and working experience in local government a plus.

Selection Guidelines: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Status: Non-Exempt.