



Job Description

Administrative Assistant

Pay Grade: 04

Employment Status: Part-Time (3, 8-hour days in office)

FLSA Status: Non-Exempt

Minimum Education Requirements: High School Diploma or G.E.D. A bachelor's degree in communication, journalism, or media is preferred.

Direct Supervisor: Various Departmental Heads.

Supervisory Responsibility: No

Primary Work Location: Office Setting.

Certification: Valid State of Missouri driver's license.

Job Summary: Performs a wide variety of routine clerical and administrative functions for the communication department within the City. Duties may vary due to departmental requirements.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Greet visitors and staff members, screen telephone calls in a pleasant and congenial manner, and serve them courteously.
- Composing and typing correspondence, reports, data sheets, and memos.
- Assist with the preparation and follow-up of meetings, media inquiries, and video shoots, including scheduling and making meeting arrangements and taking, processing, and distributing meeting notes, when applicable.
- Updating content on Nixa.com and filing website communications to the proper team.
- Create and publish internal and external newsletters.
- Assisting with social media and marketing campaigns, strategic planning, and project tracking.
- Assist with photography, graphic design, and event planning needs.
- Maintain employee records, on-boarding and off-boarding. Help with training new department members.
- Establish and maintain a logical and accessible filing system for administrative matters.
- Maintain a neat and orderly work area.
- Effectively perform as a member of the team in carrying out the City's Mission Statement.
- Perform other tasks and duties assigned by supervision.
- Some weekend work is required for approximately 6 City events.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Standard administrative and clerical procedures and systems.
- Knowledge of primary functions and formats for correspondence, reports, records, and files for assigned department.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.



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- Experience with Canva, Adobe products, WordPress, and Constant Contact is a plus.

Skills

- Strong written and oral communication and relational skills.
- Establishing and maintaining effective working relationships with other staff, elected officials, and members of the public.
- Following and relaying complex oral and written instructions, policies, and procedures.
- Operating a variety of office equipment, including a computer terminal, printer, calculator, Fax, typewriter, and copier.
- Typing 60 wpm NET.
- Maintaining a logical and accessible filing system.
- Composing and writing correspondence, forms, and memos.

Abilities

- Lifting no more than 25 pounds; lifting items above head; stooping and bending.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date