

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **ADMINISTRATIVE ASSISTANT**
DEPARTMENT: **GENERAL**
UNION: **NO**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Director, Department Head, and/or Division Chief
Position Titles Supervised: May supervise clerical, temporary or other staff as assigned

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent
Experience Required: Two (2) years of related, progressively responsible, complex/technical supervisory and clerical experience.

SPECIALIZED KNOWLEDGE/SKILLS:

- Working knowledge of Power Point, Microsoft Word, Excel, Access software programs;
- Ability to organize and delegate work assignments; to develop effective work methods; and to motivate and coordinate staff efforts;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

POSITION SUMMARY:

Provides a variety of complex and technical administrative work to accomplish department goals while providing oversight of daily routine clerical functions.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

EQUIPMENT:

Calculator, computer and software, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Manages and supervises assigned operations/responsibilities to achieve goals within available resources; plans and organizes workloads. Gathers, interprets, and prepares data for studies, reports and recommendations, coordinates efforts with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff, where assigned, and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; processes requisitions, vouchers and deposits; assists in the preparation of annual budget requests. Evaluates work procedures, schedules, and workflow; studies and recommends procedures to improve efficiency and effectiveness of operations. May supervise or assist others in performing duties; adjusts errors and complaints.

Aids the general public by providing information of a technical nature.

Other duties as assigned.

SELECTION GUIDELINES:

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

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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.

Approval: Michael Jacobs, Administrator
Effective Date: June 19, 2012
Revised: September, 2013