City of Highland Haven
Administrative Assistant

Salary Range: $15.00 per hour

Hours: Monday – Thursday; 9:00am - 5:00pm; Flexible hours.

PRIMARY DUTY: Under supervision, performs complex office clerical and administrative support functions for City staff and provides customer service for the general public, the Board of Aldermen and the Planning and Zoning Commission; enters and retrieves data from records management systems; provides information within scope of authority. Support for various City Programs include, but not limited to;

- Backup and Support for City Secretary
- Records Management
- Database Updates
- Website Updates
- Newsletter Support
- Message Board Coordination (electric sign and bulletin boards)
- Ordinance Codification Assistance
- Building Permits Assistance
- Code Enforcement Assistance
- Lot Mowing Program Assistance
- Water Utility Assistance
- Solid Waste Utility Assistance

ESSENTIAL FUNCTIONS: Essential functions, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs basic clerical and administrative duties, including data entry, record keeping, basic accounting, preparing and processing documents, and maintaining files; makes and distributes copies; processes mail, documents, correspondence, invoices and other materials; duties may vary according to job assignment.
- Provides customer service, information, and assistance to visitors and others having business with the City; responds to requests for information; assists customers with requests, permit applications, government forms, and other documents.
- Updates and maintains a variety of electronic and paper files, records, reports, and documents; processes forms, records, and files; queries system databases and spreadsheets as requested by authorized persons; collects statistical data, and compiles data for reports.
- Receives records and permit applications, verifies information, and enters data into City computer systems.
- Updates and maintains statistical information, reports, and related documents.
• Answers incoming telephone calls and directs the caller to the correct person or work group or takes and relays messages as appropriate; coordinates and schedules meetings and appointments as requested; cross-trains in other office support duties as needed.
• Receives and sends information to and from other City departments, agencies, and jurisdictions.
• Prepares invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software and City Web Page.
• Conducts research, compile data and prepare reports and Proclamations for consideration and presentation by Council, Executive Team, and City Secretary.
• Attends meetings to record minutes.
• Greets visitors and directs them to the appropriate staff.
• Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
• Files and retrieves official City documents, records, and reports.
• Makes training and travel arrangements.
• Prepares responses to correspondence containing routine inquiries.
• Prepares agendas and make arrangements for meetings.
• Coordinates and assist with managing records, departmental finances, and budget preparation.
• Manages and maintains schedules.
• Processes payroll information.
• Assists with arranging employee training.
• Post and/or publish public notification of all official activities or meetings as required by the Open Meetings Act.
• May collect special fees and account information for City services and perform cashier functions.

KNOWLEDGE AND SKILLS:

Knowledge:
• City organization, operation, policies and procedures.
• Municipal government function, political environments, and confidentiality standards.
• Applicable state and federal rules, codes and ordinances, and regulations.
• Principles of record keeping, case files, and records management.
• Customer service principles and methods.

Skill in:
• Entering information into a computer system with speed and accuracy.
• Operating basic office equipment and a personal computer utilizing standard and specialized software such as Word, Excel, PowerPoint, QuickBooks and RVS Mosaics.
• Time management and conflict resolution.
• Establishing and maintaining effective working relationships with co-workers.
• Providing customer service and dealing tactfully and courteously with the public.
• Closely following verbal and written instructions and procedures.
• Maintaining accurate records.
• Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:
• High School Diploma or GED equivalent is required; AND three years of clerical experience.

LICENSE AND CERTIFICATION:
• Must possess a Valid Texas Driver’s License.
• Certifications may be required.

Applicants should contact:
Jeannie Gruetzner, City Secretary
510A Highland Drive
Highland Haven TX 78654
830-265-4366