



Job Title: Administrative Assistant I

Division: Information Technology

Salary Range: \$37,806.70-\$43,407.10

Job Description: see below

Send resume and cover letter to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may apply in person at City Hall, HR Office - Room 14, or access the online application via the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications/resumes will be accepted through the close of business on Friday, September 29, 2023. EOE/M/F/H

ADMINISTRATIVE ASSISTANT I

Job Category: Administrative
Department: Administration & Finance
Division: Information Technology

Job Code No.: IT-06
Pay Grade: A10
FLSA Status: Nonexempt

NATURE OF WORK

This is a responsible position involving the performance of routine and complex administrative work within the Information Technology Division.

Work involves responsibility for providing administrative services to the staff within the IT Division. Work requires the exercise of considerable initiative, independent judgment and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and, in general, public relations activities. New assignments and changes in policies and procedures are received in general outline, and the employee is expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is reviewed for the achievement of desired results and adherence to established policies and procedures and is subject to review by the IT Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Types correspondence and other materials from dictating machine, copy notes; prepares correspondence in accordance with established policies and procedures; types a variety of materials, including administrative and public reports for reproduction and distribution; makes various mathematical calculations.

Assists in all grant writing and management.

Assists with the compilation of statistical reports and other planning and research projects as necessary.

Assists in the drafting and design of computerized forms necessary throughout the Department.

Assists with the annual division budget.

Responsible for answering multiple phone lines; provides office relief during lunch and other normal breaks.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED, supplemented by courses in secretarial science and business; considerable experience in secretarial and administrative clerical work; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of secretarial practices and procedures.

Thorough knowledge of English, spelling, arithmetic and vocabulary.

Considerable knowledge of modern office practices, procedures, systems and equipment.

Skill in the operation of typewriters, computers, calculators and other standard office equipment.

Ability to learn City and departmental operations and organization.

Ability to make moderately complex decisions in accordance with established policies and procedures.

Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.

Ability to compose correspondence on routine matters and to perform routine office management details without referral to a supervisor.

Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, typewriter, calculator, copy machine and fax machine.

PHYSICAL DEMANDS

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 regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually moderately quiet.

SUMMARY

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 City of Huntington and the employee and is subject to change by the City as the need arises.