

CITY OF LUDLOW
Position Description

CLASS TITLE: Administrative Assistant II

FLSA CLASSIFICATION: Non-exempt

SUPERVISION: This position is under the general direction of the Mayor and City Administrative Officer.

SUPERVISION EXERCISED: None.

CHARACTERISTICS OF THE CLASS: This position provides receptionist, administrative, and secretarial support to the Mayor and City Administrative Officer, including special projects, office work flow, appointments, correspondence, manuscripts, grant proposals, budgets, data compilation, and record control. Answers telephone, screen calls, relay messages, and greets visitors. Work with citizens to resolve problems or conflicts that may arise in the City; Oversees communication materials such as letters, memos, and special projects. Manages the City Website and Social Media Accounts with oversight from City Administrative Officer.

ESSENTIAL FUNCTIONS AND JOB DUTIES: Other duties may be assigned; Answers telephone, screens callers, relays messages, and greets visitors; Coordinates special projects and events, office activities and committee meetings; Maintains calendar, schedules appointments and meeting rooms; Makes travel and accommodation arrangements; Uses personal computer to prepare manuscripts, grant proposals, statistical reports, tables, and charts; Prepares documents for review and approval by supervisor; Locates and compiles information and formats reports, graphs, tables, records and other sources of information; Assembles and categorizes facts and figures for written computation and calculations; Uses various software applications, such as spreadsheets, to assemble, manipulate and/or format data and/or reports; Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and destruction; Types routine correspondence and reports from dictation or handwritten copy using personal computer using Microsoft Office Suites; Opens sorts and screens mail; Operates office equipment such as photocopier, fax machine, cash register, credit card machine and calculator; coordinates the servicing of equipment; Operates personal computer to access e-mail, electronic calendars, and other basic office support software; Completes various request forms for office supplies and equipment as directed; Assists Department Heads with requested and approved tasks; Manages City Website and Social Media Accounts with oversight from City Administrator. Other duties as may be assigned.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or equivalency, Associate and/or Bachelor degree preferred. Three years of comparable experience in an

administrative, financial, accounting or government office; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to read, analyze, and interpret most documents; Ability to respond effectively to most inquiries or complaints; Ability to work with general mathematical concepts; Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; Ability to define problems, collect data, establish facts, and draw valid conclusions.

NECESSARY SPECIAL REQUIREMENTS: Must be bondable. Must be able to obtain the designation of Notary Public from the State of Kentucky. The City of Ludlow requires the ability of employees to pass a drug test. Most duties will be performed during regular business hours, but may require additional hours in the evening or on weekends.

PHYSICAL DEMANDS: Tasks will be performed while sitting at a desk/table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light objects and may use a step-stool or ladder.

WORK ENVIRONMENT: This position will be performed mostly indoors in a typical office atmosphere.

<p>The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements or responsibilities.</p>
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