



City of Prairie View

ADMINISTRATIVE ASSISTANT

Summary:

This person reports to and works under the City Secretary, providing excellent customer service to both internal and external customers and performing a variety of responsible administrative and technical support functions for the administrative staff.

Duties and Responsibilities:

- Screens visitors and phone calls; resolve issues and complaints as appropriate.
- Performs clerical, technical, and administrative duties, including special projects, managing calendars, coordinating activities, data management, record-keeping, payroll, accounting, and research.
- Maintains and updates various databases and files by entering, editing, and retrieving data. Prepares reports, reviews, and processes invoices and requisitions.
- Compiles information and materials for special assignments and projects.
- Processes various administrative forms, maintains and updates City records and information tracking systems, prepares correspondence, reports, and administrative documents.
- Maintains departmental files, performs research, and assures all administrative actions comply with City policies, procedures, and guidelines.
- Manages inventory of designated supplies by tracking and replenishing supplies as necessary. Verifies deliveries and services and resolves customer service and technical issues when necessary.
- Provides knowledgeable and confidential technical assistance to customers and others having business with the department, assists customers with requests, applications, and other documents, and retrieves and releases information according to City procedures.
- Accept, receive, and/or collect and process payments from customers.
- Copy, fax, answer telephones, assist visitors, answer questions or seek guidance.
- Assist with permit and event applications.
- Represents the City of Prairie View in a professional, appropriate manner at all times.
- Protects classified, confidential, and sensitive information.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with the public and City staff.
- Assists with research for special events, programs, presentations, budget, and other topics as assigned.
- Assist with content development for department-related social media pages and outlets.
- Supports the departmental operations with regular and timely attendance.
- Occasional evenings, weekends, and holiday hours may be assigned to assist with special events or projects.
- Attends assigned training, seminars, general meetings, board and commission meetings, etc., as assigned by their supervisor.
- Identifies, records, and reports any problems.

- Initiates, recommends, or provides solutions through appropriate channels.
- Ensures a clean and orderly work area.
- Exemplifies a cooperative attitude to work effectively with others.
- Safely performs all activities and follows all safety rules.
- Management has the right to add or change the duties of the position at any time.

Knowledge, Skills, and Abilities:

- Written Communication - Able to read and interpret written information in English.
- Bilingual – Spanish preferred.
- Mathematical Skills - 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 and to draw and interpret bar graphs.
- Organizational Support - Follow policies and procedures.
- Judgment - Includes appropriate people in decision-making process.
- Planning/Organizing - Uses time efficiently
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.
- Initiative - Asks for and offers help when needed.
- Ability to maintain records on materials needed and used.
- General operation knowledge, experience, and/or familiarity with office machines and equipment.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl, talk and hear. The employee is frequently required to sit and climb or balance. The employee must occasionally lift and/or move up to 115 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Any Personal Protective Equipment (gloves, hard hat, vision or hearing protection, etc.) required must be worn at all times while working.

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.

While performing the duties of this job, the employee is regularly exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is

occasionally exposed to wet and/or humid conditions; moving mechanical parts; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate.

Minimum Qualification:

- High School Graduate or Equivalent.
- Advanced knowledge of Microsoft Products (Word, Excel, PowerPoint, Publisher, Teams, and Outlook)
- Basic knowledge of Adobe Creative Suite/Acrobat.
- Any combination of education and experience that lends credence to the ability to perform the essential functions of the job may be considered.

Licenses and Certifications:

- Valid Texas Driver's License and be eligible for coverage under the City of Prairie View vehicle insurance provider.

Acknowledgement:

I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions and will adhere to all policies and procedures.

Applicant Signature

Date

Witness (Print & Sign)