

City of Lowell
Job Description
Please Post: August 12, 2014
Deadline: August 26, 2014
City Manager's Office
Administrative Assistant

Job Title: Administrative Assistant (1100-DH08, 2055)
Department: City Manager's Office
Reports to: City Manager
Union: Ordinance/Non-Union
Salary: \$38,434.76 (min) to \$45,037.20 (max); 35 hours per week

SUMMARY:

Provides administrative assistance to City Manager, Chief Financial Officer, and Executive Assistant to City Manager and Assistant to City Manager. Helps with upkeep of social media accounts, blogs, and current news items on City website as directed. Helps to manage e-gov, the internal work order system. The most important function of the position is to create and distribute weekly City Council information packets under the direction of the City Manager and his staff using agenda.net software.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Handles front line phone and in-person reception in office, directing calls where necessary and containing guests in reception area
- On the Friday before every City Council meeting, puts together the weekly information packet that corresponds with that week's Council meeting agenda, and distributes to Councilors and uploads to website with specialized software (Agenda.net)
- On a daily basis, looks over all social media accounts, blog, and website news-updates to ensure strong branding and unified messaging, communicating with the public through as many channels as possible
- Watches "seeclckfix" daily to ensure civic issues are properly assigned, and communicates with residents to update the status of issues as they evolve.
- Utilizes MUNIS to check the status of vendors, purchase orders, and invoices and to pay various bills or obligations from the City Manager's Office.
- Provides administrative assistance to office on various projects, including but not limited to computer based projects as assigned
- Maintains all office supplies; keeps all equipment in good working order; creates and places orders to re-fill supplies as necessary.

- Keeping the office running in an orderly and presentable to the internal and external customers with normal tasks such as but not limited to cleaning white boards and keeping conference room ready for meetings.

OTHER SKILLS AND ABILITIES

- Proficient in Microsoft Skills, particularly Powerpoint, MSWord, Excel and Outlook
- Excellent communication skills, both written and verbal. Ability to follow directions with attention to detail. Ability to provide excellent frontline customer service.
- Ability to learn specific software quickly.
- Must be highly organized and possess excellent follow through. The desire to learn and grow into the role is crucial.

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Undergraduate degree from 4 year university in a related field. At least two (2) years administrative experience in executive level office in lieu of a degree.

LANGUAGE SKILLS

Ability to read, analyze and interpret written directions, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, residents, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government. Ability to perform these functions with or without the use of a computer or calculator.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license

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, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 occasionally exposed to risk of electrical shock (electrical outlets). The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send applications and/or resume to the Human Relations Office, Room 19, City Hall, Lowell, Mass 01852 by 4:00pm on: Deadline August 26, 2014. Applicants may also send applications/and or resume to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer