

City of Isanti
POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT SUMMER (PT) POSITION

DEPARTMENT: Administration
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: City Administrator
SUPERVISES: None

DEFINITION: Performs skilled technical, administrative support, under limited supervision. Provides support to the Administration Department by assisting in various roles to enhance the efficiency of the needs for the City of Isanti and gain experience working for local government. This position works closely with the City Administrator, City Clerk and Human Resources Director.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assisting the Administration Department with various duties that include projects, research, and the coordination of activities and social media.
- Assisting with special, primary, and general elections, if applicable.
- Assist with organizing, scanning, and filing documents.
- Communications with people through email and letter correspondence.
- Answering and directing phone calls.
- Assists with typing meeting minutes and creating agendas.
- Assists with website content.
- Assists in recruitment tasks and tracking performance evaluations.
- Organizing projects and updating processes/procedures.
- Record retention and the destruction of documents.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Excellent communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Ability to multi-task and maintain a positive attitude.
- Personable and ability to work with a variety of people and the public.
- Ability of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to communicate effectively with other City Officials and the public.
- Ability to operate software including Word, Outlook, Excel, etc, and met reasonable typing speed standards.
- Experience using Canva and Social Media platforms.
- Experience using Social Media platforms.
- Ability to work with non-public data in a confidential manner.

MINIMUM QUALIFICATIONS:

- Excellent attention to detail
- Friendly customer service experience
- A student in an undergraduate degree program related to human resources, business management, public administration, or similar field of study **OR** strong desire to learn local government administrative work
- Experience with Microsoft Windows Office Suite, Canva and Facebook

CONDITIONS OF EMPLOYMENT:

- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is temporary and flexible Monday-Friday during regular City Hall hours. Hours are subject to current need and availability.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires the employee to work alone, with others, around others, have contact with the public and will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions
Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, interpersonal skills, standing
Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination
Activities that **occur infrequently**, less than 1 hour: bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, and lifting and carrying up to 24 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date