



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: Administrative Assistant

Hiring Authority: Town Clerk

Reports to: Town Clerk

Salary Band: IB

Salary range: \$32,706.95 - \$57,250.00 /midpoint \$38,482.35

Work schedule: M-F, 9 am -5 pm and night meetings

Date: August 1, 2018

Department: Administration

FLSA status: Non-exempt

Work Type: Full Time, salaried

General Overview

Assist the Town Clerk and Deputy Town Clerk with clerical and administrative support to the Town Council, committees and boards for agenda preparation and meeting minutes; maintain and update the Town website and Town Code of Ordinances; maintain Town document files; perform other duties as needed.

Supervision

Work is performed under general supervision of the Town Clerk and the Deputy Town Clerk in the absence of the Town Clerk or when directed by the Town Clerk. Performance evaluation is through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

Duties and Responsibilities

Town Council, Boards and Committees

- Provide general administrative support to the Town Council with preparation, distribution and publishing of the Town Council agenda packet, actions, meeting minutes and related materials
- Attend Town Council meetings to prepare written meeting minutes
- Distribute legal notices of meetings
- Maintain Council, board and committee minutes
- Archive Council minutes with the Department of Cultural Resources for microfilming
- Prepare Council actions after each meeting and update Council Action tracking spreadsheet monthly
- Scan and file Council, board and committee minutes, resolutions and proclamations and other associated documents
- Set up agendas and presentations for Council meetings
- Set up and break down Council room for committee and board meetings and prepare off-site facilities for meetings, as needed
- Plan and organize food, beverage, set up and agenda for the beach town breakfast meeting, retreats, budget and other meetings
- Maintain invocation list for Council meetings

Town Website

- Create correspondence as directed by the Town Clerk, Deputy Town Clerk or Town Council to communicate information to the public and media to include news releases, upcoming events, and newspaper advertisements
- Update Town website government calendar; Town news notifications; board and committee agendas, actions, minutes and recordings; and add/update departmental information as requested

Communication and information publication

- Maintain email distribution list for notices via the Town's website
- Maintain and update information on outside posting board at Town Hall for official Town notices
- Create and maintain Town brochures and other materials; list of services; policies and other items
- Maintain HOA and businesses contact lists, staff contact list, Public Officials contact list, sunshine list
- Respond to Public Information requests or forward request to appropriate department and follow up to ensure response
- Post and remove notice of Town Hall closings in lobby in timely manner
- Maintain and publish annual holiday list; distribute to all department heads and admins by December 15 each year; update new list on website

Travel

- Coordinate conference registrations, travel and lodging arrangements for Council members, Town Attorney, Town Clerk and Deputy Town Clerk
- Provide administrative support to include research & compilation of information and past minutes, document production and related tasks
- Prepare financial travel requests and code related invoices and credit card transactions for payment

Committees

- Act as committee administrative contact
- Maintain committee contact list, roster, vacancies and applications
- Maintain policies, procedures and handbook and provide assistance with projects, typing and copying as requested
- Email welcome letters, contact and meeting information to new committee members
- Email meeting reminders to committee members and Council liaison
- Scan and file committee agendas and minutes and post to the website

Town files, property, contracts and agreements

- Maintain Town files and inventory of records
- Maintain and keep current document retention schedule and update departments on any changes
- Serve as Town historian to include maintenance of records relating to service of past Council members, media articles and Town scrapbook
- Maintain list of Administration Department contracts, Town contracts and agreements and notify Town Clerk, in a timely manner, of upcoming expirations
- Maintain and keep current the tracking sheet for Town owned property

Elections

- Coordinate with New Hanover County Board of Elections for upcoming elections
- Ensure facility is available and ready for elections
- Post notice on website and outside posting board of upcoming elections and sign up period for local Town Council elections

Appeal of Civil Citations

- Coordinate appeal requests with the appropriate attorney or hearing officer, police officer and appellant
- Ensure hearing occurs and determination is received from attorney or hearing officer and provided to appellant and police officer
- File copy of all communication and determination

Code of Ordinances

- Prepare ordinances for submittal for codification and maintain Code book distribution and updates for Council, boards, attorneys and appropriate staff
- Serve as liaison with the Planning and Zoning Commission attorney and clerk on proposed amendments to the Code of Ordinances to come before Council

Other duties

- Fill in as necessary to provide customer service to include answering incoming calls and greeting the public at one of the two front desk positions
- Cross train and serve as backup to the other Administrative Assistant position
- Assist other Administration staff with special projects, meetings and events as needed
- Assist other staff as needed
- Perform other related duties as required

- Contact Town Clerk when there are problem areas and ensure adherence to Town policies and ordinances
- Update written procedures for job duties listed above, as needed

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Ability to communicate professionally
- Extremely high level of attention to detail with excellent proofreading and grammatical skills
- Self-motivated with a strong work ethic and ability to work as a team
- Flexible, able to multi-task, and receptive to ever changing schedule and needs of those this position supports
- Proactive, responsive, cooperative, approachable and discreet
- Possess a strong work ethic

Training and Experience Requirements

- High School diploma or GED required
- Some college preferred/recommended
- Some experience in a work environment involving public contact
- Some legal background preferred
- Willingness to obtain Notary Public license

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes

Hearing and Speaking Ability

- Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone
- Sufficient to communicate effectively with other individuals in person and over a telephone

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. This job description is subject to change as the needs of the business change. This job description does not create an employment contract, implied or otherwise.



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