



## JOB DESCRIPTION – TOWN OF KURE BEACH

**Title:** Administrative Assistant

**Hiring Authority:** Town Clerk

**FLSA status:** Non-exempt

**Salary Band:** IB

**Salary Range:** \$32,706.95 to \$57,250.00 / midpoint \$38,482.35

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

**Date:** August 1, 2018

**Department:** Administration

**Reports to:** Deputy Town Clerk

**Work Type:** Full Time, salaried

### General Overview

Assist the Deputy Town Clerk with IT support and trouble-shooting for departments with a third party vendor; administrative duties related to benefit and personnel matters; code invoices and credit card transactions for payment; maintain current list of Town property and vehicles to include surplus property; order supplies and other duties as needed.

### Supervision

Work is performed under supervision of the Deputy Town Clerk and evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

### Duties and Responsibilities

#### *Personnel and Benefits*

- Meet with newly hired employees and process payroll and benefit paperwork
- Maintain personnel files keeping information current
- Process benefit changes paperwork for current employees
- Conduct annual open enrollment for employee benefits
- Create and update benefit and other employee related brochures, presentations and other means of communication and employee outreach
- Create and maintain new hire information packets
- Communicate with payroll department on new hires and changes to benefit deductions
- Maintain and update Personnel Policy; create and update Standard Operating Procedures; maintain and update other policies and procedures
- Plan and coordinate annual employee luncheon, monthly birthday celebrations and other functions
- Contact Deputy Town Clerk when there are problem areas and ensure adherence to Town policies and ordinances, state and federal agency requirements
- Prepare and send annual merit and longevity notifications to employees
- Update salary band information annually and provide to department heads

- Maintain list of current employees to include title, hire date, salary changes, merit, longevity, promotion, department, salary band, FLSA status
- Maintain current list of former employees to include job title, hire date, separation date, department
- Process Workers Compensation claims; update department head on status; coordinate with employee and insurance vendor and provide regular training to department heads on status
- Process Short Term Disability and Long Term Disability claims; update department head on status; coordinate with employee and insurance vendor
- Maintain current list of benefit vendor contact information
- Prepare annual OSHA reporting and post current OSHA materials
- Create and keep updated written procedures for job duties listed above

#### *IT Department Support*

- Serve as the coordinator and first point of contact for all departments with third party vendors to troubleshoot internet and connectivity, computer equipment and phone issues
- Coordinate all IT setup for new employees and handle closing of accounts and return of equipment when separating from employment
- Assist Deputy Town Clerk with website updates, as needed

#### *Emergency Management*

- Assist Deputy Town Clerk and Town's emergency manager with keeping Emergency Management Plan and information current and updated on the website
- Assist Deputy Town Clerk with departments to ensure IT connectivity and backup needs are met in preparation for storms

#### *Facility Maintenance*

- Communicate and coordinate with Public Works whenever maintenance issues arise in the Town Hall facility and track through resolution
- Serve as main contact for vendor to ensure Town Hall facility adequately cleaned on regular basis; ensure contract is current; code invoices for payment
- Serve as main contact for pest control, fire alarm, and other vendors, as needed, for maintenance of Town Hall; ensure contracts are current; code invoices for payment
- Maintain current list of all keys and passcodes issued to the Town Hall; change passcodes for doors as needed and update those that use passcodes
- Check lobby and entrance area daily to ensure it is clean and presentable to the public

#### *Invoice and credit card coding*

- Track and code associated invoices, obtain appropriate supervisor signature and submit to Finance Department for payment in a timely manner
- Track and code credit card statements for all Administration Department credit card transactions and submit to Finance Department for payment in a timely manner

#### *Vehicle tags and title*

- Track and keep current existing vehicle tags for all departments
- Troubleshoot vehicle tag issues with Department of Motor Vehicles
- Ensure new vehicle and property information is submitted to insurance vendor for coverage
- Maintain files of titles and tags on all department vehicles

#### *Town property*

- Maintain surplus property list and submit for Council agenda per Code of Ordinances
- Advertise surplus items, if requested by department
- Prepare bill of sale and submit payments to Finance Department for deposit
- Review and update Town property and vehicle listings with departments and insurance vendor to ensure accurate reporting

#### *Property and Liability Insurance*

- Submit vehicle, property and personal accident claims from departments to insurance vendor
- Track claims process from beginning to end to ensure resolution and keep appropriate department informed of status
- Review and keep updated insurance listing of property with input from respective departments
- Submit vehicle and new property/facilities to the insurance vendor for coverage

#### *Town owned cell phones and tablet*

- Order cell phones, tablets or accessories for all departments as requested
- Ensure appropriate department level financial approval received
- Code invoice from third party vendor
- Notify Deputy Town Clerk, in a timely manner, if the contract with a third party vendor is expiring

#### *Town leased computer equipment*

- Order laptops, computers, screens, keyboards, printers, from third party vendor for all departments, as requested
- Ensure appropriate department level financial approval received
- Code invoice from third party vendor
- Notify Deputy Town Clerk, in a timely manner, if a contract with a third party vendor is expiring

#### *Town wide recycling*

- Coordinate with two front desk positions, if service issues arise
- Notify Deputy Town Clerk, in a timely manner, if a contract with a third party vendor is expiring
- Coordinate with third party vendor before end of year and prepare annual recycling and garbage calendar; print, fold and have available at the front desk by January 1 of each year; add new yearly calendar to website

#### *Supply orders*

- Order and distribute office supplies to include envelopes for the Administration, Finance, Building Inspections and Recreation Department, as requested; code invoices for payments
- Track, order and put away household supplies for the Town Hall facility
- Track and code related invoices, obtain appropriate supervisor signature and submit to Finance Department for payment

#### Additional Job Duties

- Cross train and serve as backup to the other Administrative Assistant position
- 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
- Assist other Administration staff with special projects, meetings and events as needed
- Assist other staff as needed
- Perform related duties as requested
- Update written procedures for job duties listed above, as needed
- Contact Deputy Town Clerk when there are problem areas and ensure adherence to Town policies and ordinances

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Strong background or understanding of IT, internet connectivity, cell phones, tablets, computers
- Background in HR or benefit administration is preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Ability to communicate professionally

- 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
- Attentive to detail and organized

#### Training and Experience Requirements

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

#### ADA compliance

##### Physical Ability

- Ability to sit continuously at a computer terminal 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, ability to unload supplies to include boxes of copy paper, ability to bend, stoop, and kneel under desks to connect IT equipment

##### 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 Ability

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

##### Speaking Ability

- 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.*



## JOB DESCRIPTION – TOWN OF KURE BEACH

**Title:** Administrative Assistant

**Hiring Authority:** Town Clerk

**FLSA status:** Non-exempt

**Salary Band:** IB

**Salary Range:** \$32,706.95 to \$57,250.00 / midpoint \$38,482.35

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

**Date:** August 1, 2018

**Department:** Administration

**Reports to:** Deputy Town Clerk

**Work Type:** Full Time, salaried

### General Overview

Assist the Deputy Town Clerk with IT support and trouble-shooting for departments with a third party vendor; administrative duties related to benefit and personnel matters; code invoices and credit card transactions for payment; maintain current list of Town property and vehicles to include surplus property; order supplies and other duties as needed.

### Supervision

Work is performed under supervision of the Deputy Town Clerk and evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

### Duties and Responsibilities

#### *Personnel and Benefits*

- Meet with newly hired employees and process payroll and benefit paperwork
- Maintain personnel files keeping information current
- Process benefit changes paperwork for current employees
- Conduct annual open enrollment for employee benefits
- Create and update benefit and other employee related brochures, presentations and other means of communication and employee outreach
- Create and maintain new hire information packets
- Communicate with payroll department on new hires and changes to benefit deductions
- Maintain and update Personnel Policy; create and update Standard Operating Procedures; maintain and update other policies and procedures
- Plan and coordinate annual employee luncheon, monthly birthday celebrations and other functions
- Contact Deputy Town Clerk when there are problem areas and ensure adherence to Town policies and ordinances, state and federal agency requirements
- Prepare and send annual merit and longevity notifications to employees
- Update salary band information annually and provide to department heads

- Maintain list of current employees to include title, hire date, salary changes, merit, longevity, promotion, department, salary band, FLSA status
- Maintain current list of former employees to include job title, hire date, separation date, department
- Process Workers Compensation claims; update department head on status; coordinate with employee and insurance vendor and provide regular training to department heads on status
- Process Short Term Disability and Long Term Disability claims; update department head on status; coordinate with employee and insurance vendor
- Maintain current list of benefit vendor contact information
- Prepare annual OSHA reporting and post current OSHA materials
- Create and keep updated written procedures for job duties listed above

#### *IT Department Support*

- Serve as the coordinator and first point of contact for all departments with third party vendors to troubleshoot internet and connectivity, computer equipment and phone issues
- Coordinate all IT setup for new employees and handle closing of accounts and return of equipment when separating from employment
- Assist Deputy Town Clerk with website updates, as needed

#### *Emergency Management*

- Assist Deputy Town Clerk and Town's emergency manager with keeping Emergency Management Plan and information current and updated on the website
- Assist Deputy Town Clerk with departments to ensure IT connectivity and backup needs are met in preparation for storms

#### *Facility Maintenance*

- Communicate and coordinate with Public Works whenever maintenance issues arise in the Town Hall facility and track through resolution
- Serve as main contact for vendor to ensure Town Hall facility adequately cleaned on regular basis; ensure contract is current; code invoices for payment
- Serve as main contact for pest control, fire alarm, and other vendors, as needed, for maintenance of Town Hall; ensure contracts are current; code invoices for payment
- Maintain current list of all keys and passcodes issued to the Town Hall; change passcodes for doors as needed and update those that use passcodes
- Check lobby and entrance area daily to ensure it is clean and presentable to the public

#### *Invoice and credit card coding*

- Track and code associated invoices, obtain appropriate supervisor signature and submit to Finance Department for payment in a timely manner
- Track and code credit card statements for all Administration Department credit card transactions and submit to Finance Department for payment in a timely manner

#### *Vehicle tags and title*

- Track and keep current existing vehicle tags for all departments
- Troubleshoot vehicle tag issues with Department of Motor Vehicles
- Ensure new vehicle and property information is submitted to insurance vendor for coverage
- Maintain files of titles and tags on all department vehicles

#### *Town property*

- Maintain surplus property list and submit for Council agenda per Code of Ordinances
- Advertise surplus items, if requested by department
- Prepare bill of sale and submit payments to Finance Department for deposit
- Review and update Town property and vehicle listings with departments and insurance vendor to ensure accurate reporting

#### *Property and Liability Insurance*

- Submit vehicle, property and personal accident claims from departments to insurance vendor
- Track claims process from beginning to end to ensure resolution and keep appropriate department informed of status
- Review and keep updated insurance listing of property with input from respective departments
- Submit vehicle and new property/facilities to the insurance vendor for coverage

#### *Town owned cell phones and tablet*

- Order cell phones, tablets or accessories for all departments as requested
- Ensure appropriate department level financial approval received
- Code invoice from third party vendor
- Notify Deputy Town Clerk, in a timely manner, if the contract with a third party vendor is expiring

#### *Town leased computer equipment*

- Order laptops, computers, screens, keyboards, printers, from third party vendor for all departments, as requested
- Ensure appropriate department level financial approval received
- Code invoice from third party vendor
- Notify Deputy Town Clerk, in a timely manner, if a contract with a third party vendor is expiring

#### *Town wide recycling*

- Coordinate with two front desk positions, if service issues arise
- Notify Deputy Town Clerk, in a timely manner, if a contract with a third party vendor is expiring
- Coordinate with third party vendor before end of year and prepare annual recycling and garbage calendar; print, fold and have available at the front desk by January 1 of each year; add new yearly calendar to website

#### *Supply orders*

- Order and distribute office supplies to include envelopes for the Administration, Finance, Building Inspections and Recreation Department, as requested; code invoices for payments
- Track, order and put away household supplies for the Town Hall facility
- Track and code related invoices, obtain appropriate supervisor signature and submit to Finance Department for payment

#### Additional Job Duties

- Cross train and serve as backup to the other Administrative Assistant position
- 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
- Assist other Administration staff with special projects, meetings and events as needed
- Assist other staff as needed
- Perform related duties as requested
- Update written procedures for job duties listed above, as needed
- Contact Deputy Town Clerk when there are problem areas and ensure adherence to Town policies and ordinances

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Strong background or understanding of IT, internet connectivity, cell phones, tablets, computers
- Background in HR or benefit administration is preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Ability to communicate professionally

- 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
- Attentive to detail and organized

#### Training and Experience Requirements

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

#### ADA compliance

##### Physical Ability

- Ability to sit continuously at a computer terminal 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, ability to unload supplies to include boxes of copy paper, ability to bend, stoop, and kneel under desks to connect IT equipment

##### 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 Ability

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

##### Speaking Ability

- 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.*