



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Administrative Assistant</b>	<b>Grade Level:</b>	<b>03/70</b>
<b>Department:</b>	<b>Community Development</b>	<b>Union/Non-Union:</b>	<b>S&amp;P</b>
<b>Reports to:</b>	<b>Administrative Coordinator; DCD &amp; Housing Manager; Director</b>	<b>Date Prepared:</b>	<b>06/2016</b>

### **Job purpose**

The Administrative Assistant performs highly responsible financial, administrative, and clerical functions. Incumbent is responsible for accounts payable for departmental staff; responsible for processing requisition requests through the MUNIS system, tracking subsequent purchase orders and processing vouchers; prepares departmental payroll; assists in the administration of the City's Human Services Advisory Council (HSAC); attends Park Commission meetings and prepares agendas and maintains records of these meetings. Receives and greets the public. Answers phones, files records, purchases supplies, and arranges for maintenance of equipment.

### **Duties and responsibilities**

- 1) Responsible for Accounts Payable for staff including tracking expenditures against budgets, processing invoices, distributing and mailing treasurer's checks, and maintaining spreadsheet(s) of all accounts.
- 2) Responsible for processing DCD staffs requisition requests through the MUNIS system and tracking subsequent purchase orders and vouchers.
- 3) Prepares payroll, maintains payroll records (vacation, compensatory, sick, and personal time), and accruals as well as other related record keeping required by city, state and federal funding sources.
- 4) Performs fiscal & accounting operations under the supervision of Community Development and Housing Program Manager and Community Development Accountant such as the maintenance of computerized spreadsheets tracking department's CDBG administrative staff hours for HUD IDIS drawdowns.
- 5) Maintenance of internal DCD personnel records and preparation of departmental file maintenance sheets.
- 6) Acts as the first contact person for the Department. Receives and greets the public. Answers the Department's main phone and provides caller with requested information or forwards the call to the appropriate staff person. Opens the daily mail and delivers it to staff.
- 7) Purchase of office supplies & equipment including maintaining the department's equipment inventory.
- 8) Assists with the administration of the Human Services Advisory Council's human service grant program by preparing board packages, setting up meetings, attending meetings, preparing meeting minutes, and setting up and maintaining project files for human service grant sub-recipients.
- 9) Acts as the clerk for the City's Parks Commission by preparing agendas and board packages, attending meetings, and preparing minutes.
- 10) Assists in the general administration of the department by providing different levels of clerical support to staff and performing highly responsible general administrative and clerical functions.
- 11) Receives housing rehabilitation and economic development loan payments and records all cash payments.
- 12) Prepares fiscal, statistical and progress reports as needed.
- 13) Performs other duties as required.

### **Qualifications**

- 1) High School diploma or equivalent, Associate's degree is preferred.
- 2) Three to five years of progressively responsible experience as an administrative assistant or clerk, in a fast-paced, dynamic office setting with frequent interruption.

- 3) Solid computer & internet skills required; solid skills in taking and transcribing minutes; Proficient in Microsoft Office programs especially Word, Excel, and Outlook. Familiarity with MUNIS software a plus.
- 4) Ability to interact congenially, effectively & efficiently with co-workers, elected officials, and general public.

**Working conditions**

This is an office-based job in a dynamic municipal building and department. While performing the duties of the Administrative Assistant, the incumbent is required to: perform work in a complete, accurate and timely manner, interact and communicate frequently with department staff and the public, government officials, other municipal staff members and boards, and/or third parties transacting business with the City.

**Physical requirements**

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

**Direct reports**

None

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	06/2016
<b>Reviewed:</b>	01/2018