



Job Description – Administrative Assistant (City Manager)

Job Title:	Administrative Assistant	Department:	City Manager
Group:	City Manager’s Office	FSLA Status	Non-Exempt
Salary Range:	Not to exceed mid-range	Position Type:	Full-Time
Reports To:	City Manager	Directs:	N/A
Applications Accepted By:			
E-MAIL: hrdirector@palestine-tx.org Subject Line: Attention: Human Resources/ Job Title		MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P) City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8427	
Job Description			
<p>OBJECTIVE</p> <p><i>THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION.</i></p> <p>This position reports to the City Manager. The Administrative Assistant will undertake and perform a variety of highly responsible administrative duties and projects, including, organizing, developing, and implementing communication actions, activities and messaging through social media, website content, and other digital and traditional marketing, advertising, and public relations platforms.</p> <p>The Administrative Assistant will work to support the internal operations and external communications of the City Manager department. This position will assist with special projects that are at a more advanced level than generally required by Administrative Assistants.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)</p> <ul style="list-style-type: none"> • Performs highly skilled administrative and technical support to the City Manager. • Answers, Screens, and directs incoming telephone calls; responds to public inquiries and requests for information. • Schedules and coordinates meetings and appointments. • Prepares correspondence, meeting agendas and reports. • Process reimbursements, invoices, travel forms and budget documents; reconcile expense accounts for City Management team. • Organizes and maintains departmental filing systems and records. 			



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- Coordinates and conducts special projects as assigned.
- Conducts a variety of administrative duties including data entry, processing departmental mail, and ordering office supplies.
- Writes, edits, and distributes press releases and media advisories.
- Enhances media relations.
- Maintains and enforces all aspects of security and confidentiality of information within the City Management offices.
- Provides quality customer service to City staff, the public, and all other contacts.
- Maintains City's website and assists other departments as needed.
- Assists City Secretary with elections, agendas, and minutes.
- Supports the relationship between the City of Palestine and the public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information.
- Assists with administrative duties and projects for other departments as needed.
- Performs other duties as assigned or required.

OTHER IMPORTANT JOB FUNCTIONS

The Administrative Assistant may be required to work outside the traditional work week/schedule. They may also be required to assist multiple departments as needed. Confidentiality in all areas is a must. Performs basic graphic design tasks. Creates presentations and reports. Performs related tasks as required. Will be required to obtain and retain appointment as a Notary Public for the State of Texas.

Knowledge, Skills, and Other characteristics:

- Knowledge of applicable local, state, and Federal statutes, rules, regulations, ordinances, codes, City of Palestine policies and procedures and other potentially governing documents.
- Knowledge of the principles of files and records management.
- Knowledge of modern office principles and techniques.
- Knowledge of the basic principles of bookkeeping/accounting.
- Knowledge of the proper maintenance of office machinery.
- Skill in assessing information, communicating situations and circumstances to others.
- Skills establishing and maintaining effective, tactful, and courteous working relations with employees, other city departments, vendors, contractors, the public, the news media, and others having business with the City of Palestine.
- Skill in compiling, developing, and presenting written reports, correspondence, and other work for internal and public distribution.
- Providing highly skilled Assistant level support to senior level professionals.
- Prepare correspondence, agendas, and various types of documents.
- Skill in operating a computer utilizing a variety of software applications.

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver's license.



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CONDITIONS OF EMPLOYMENT

A high school diploma or GED AND three years of progressively responsible secretarial, clerical or closely related responsibilities in a governmental or business, environment. A strong background in Microsoft Word and Excel and demonstrated proficiency are required. Must be able to obtain a Texas Notary Commission within three months. Regular attendance is required.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:	Teresa Herrera	Date:	February 16, 2023
Approved By:	Teresa Herrera	Date:	February 16, 2023
Last Updated By:	Lisa Cariker	Date/Time:	February 16, 2023
Received By:		Date:	