



**CITY OF BERKLEY, MICHIGAN
3338 Coolidge Hwy
Berkley, MI 48072**

ADMINISTRATIVE ASSISTANT – CITY MANAGER'S OFFICE

Application Deadline: December 14, 2017

The City of Berkley is accepting applications for a full-time Administrative Assistant to the City Manager. The successful candidate will perform a broad range of administrative functions in support of the daily operations of the City; respond to information requests from residents and employees and assist in the implementation of various projects and programs.

Successful candidates will meet the following requirements:

- Associates Degree in Office Administration or a related field
- Two years of administrative experience, preferably in a local government.
- Knowledge of the principles and practices of municipal administration, and skill in providing administrative support to such activities.
- Advance computer skills, able to use office equipment and technology, including Microsoft Office and related software; able to master new technologies.
- Able to perform research, compile complex data and prepare accurate records and reports.
- Able to establish effective work relationships using good judgment and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Able to effectively communicate and present ideas and concepts verbally and in writing.
- Able to solve problems and work effectively under pressure, within deadlines, and changes in work priorities.

A complete job description and applications are available online at www.berkleymich.org. Qualified applicants are encouraged to send a completed employment application, resume, cover letter and three professional references by email to:

Matt Baumgarten
City Manager
mbaumgarten@berkleymich.net

The City of Berkley is an Equal Opportunity Employer



CITY OF BERKLEY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - CITY MANAGER'S OFFICE

Reports to: City Manager
Supervises: No supervisory responsibility

Position Summary:

Under the direct supervision of the City Manager, and in coordination with the Deputy City Manager, performs a broad range of administrative functions in support of the daily operations of the City. Provides staff support to various committees and assists the City Manager in day-to-day administrative matters.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform tasks such as typing, entering data, photocopying, filing and other secretarial tasks while maintaining a high level of confidentiality.
2. Prepare department correspondence, processes department mail, maintains calendars, and prepares reports.
3. Process departmental payables, billings, and payroll including recording and tracking sick, vacation, personal time, overtime, and other work time.
4. Coordinate travel, training, special events, and other activities and the associated registrations, reservations, and accounts payable requests for departmental personnel.
5. Maintain a concise and comprehensive filing system, including the handling of confidential documents and related computer databases, filing and records systems.
6. Receive, screen and direct telephone calls and visitors to the Department. Respond to inquiries and provide general information regarding public City operations and policies.
7. Compile information for special projects and assembles data as requested
8. As directed, work with other departments on special projects and complicated issues resolution. Coordinate processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects across departments.

9. Assist City Manager Office staff in the planning and execution of various projects and community development initiatives. Perform research, attend meetings and provide necessary administrative support.
10. Receive and screen visitors and phone calls for the city; reviews and routes incoming mail.
11. Write and type letters, resolutions, motions and presentations and prepares correspondence.
12. May attend various commission, board and committee meetings; assists in researching and gathering meeting materials. Provide administrative support on an ongoing basis as directed.
13. Prepare and maintain reports and staff attendance and other records related to City projects.
14. Conduct research on diverse issues as requested by the City Manager.
15. Keep abreast of new administrative techniques and current issues affecting the city.
16. Make arrangements for meeting, conferences, seminars and projects for the City Manager and City Council.
17. Establish and maintain cooperative relationships with other City Departments, citizens, elected officials, community and business interests, peer agencies and related interests.
18. Compile materials to appear on the City website.
19. May assist in the coordination of maintenance work at City Hall.
20. Perform other related work as required.

Required Skills, Knowledge, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Requirements include the following:

- Associates Degree in Office Administration or a related field
- Two years of administrative experience, preferably in a local government.
- Knowledge of the principles and practices of municipal administration, and skill in providing administrative support to such activities.
- Skill in developing, implementing and maintaining procedures to enhance efficiency in department operations and coordinating activities across departments.

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- Advance computer skills, able to use office equipment and technology, including Microsoft Office and related software; able to master new technologies.
- Able to perform research, compile complex data and prepare accurate records and reports.
- Able to establish effective work relationships and use good judgment, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Able to effectively communicate and present ideas and concepts verbally and in writing.
- Able to solve problems and work effectively under pressure, within deadlines, and changes in work priorities.
- May be required to attend occasional evening meetings.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move items weighing up to 20 lbs.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate, but can be loud.

Adopted 5/11/16
Title revised 5/12/16