

**City of Nisswa, MN
Job Posting – Administrative Assistant**

Closing Date – Open Until Filled

Position Summary:

The Administrative Assistant performs skilled administrative support work in records maintenance, customer service, distribution of information and general clerical support, and related work as apparent or assigned. Work is performed under the supervision of the Administrator/Clerk.

Preferred candidates will excel in customer service, have prior experience in the government sector, have experience managing professional social media platforms, and have the ability to effectively communicate both verbally and in writing with elected officials, city staff and community organizations in a professional and courteous manner.

Position is regular, part time, 24 hours per week (3, eight hour days).

Requirements:

- Associates/Technical Degree
- Two years of related experience in providing administrative support
- Valid driver's license
- Successful background check (upon offer of position)

To Apply:

- Go to www.cityofnisswa.com to view the full job description
- Submission should include:
 - Application
 - Letter of Interest
 - Two professional references

Interested Candidates Apply To (Preferably via E-mail):

Jenny Max, City Administrator/Clerk

jmax@ci.nisswa.mn.us

PO Box 410

Nisswa, MN 56468

218-963-4444

Administrative Assistant

Dept/Div: Administration/City Clerk

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled administrative support work in records maintenance, customer service, distribution of information and general clerical support, and related work as apparent or assigned. Work is performed under the supervision of the Administrator/Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Serves as an assistant and secretary to the City Administrator/Clerk.

Provides information and assistance to citizens either in person, by phone or via e-mail; makes copies and takes messages.

Answers questions pertaining to various city department activities.

Assists with entering weekly Accounts Payable and Receivable into the City's accounting software (Civic Systems).

Prepares correspondence, reports, resolutions, ordinances, legal notices, and other documents from rough drafts and/or dictated notes.

Composes letters, memorandums and other clerical work at the direction of the City Administrator/Clerk.

Assists with the preparation of City Council meeting agendas, meeting materials and posting notices.

Maintains the website and assists departments with updates as needed.

Performs related duties as assigned.

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of city and department programs and policies; ability to read and understand basic city and state policies and procedures of limited scope and difficulty; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to plan, coordinate, assign and review the activities of assigned personnel; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment and perform basic word processing, working with spreadsheets and/or data entry; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree and a minimum two years' experience working in a similar position, or equivalent combination of education and experience.

Administrative Assistant

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires walking; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Last Revised: 3/1/2018