

P.O. Box 157 105 E. Ramsey St.
Bancroft, Iowa 50517
Phone: (515) 885-2382



www.bancroftiowa.com
E-mail: info@bancroftiowa.com
bmu@bancroftiowa.com

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: CITY ADMINISTRATION
REPORTS TO: CITY DIRECTOR
CLASSIFICATION: PART-TIME HOURLY

JOB SUMMARY

Performs a variety of duties under the supervision of city director and or Utility Clerk. Assists with administrative utility billing and payroll functions. Organizes and maintains files. Performs customer service duties and answers general questions about city services. Self motivated to meet deadlines on various reports, written materials and internal office procedures. Assists with accounting functions. Operates the City Office independently when co-workers are absent.

The duties of the job would include, but are not limited to, these area:

1. Assists all administrative duties associated with utility billing and payroll systems.
2. Assists and helps prepare agenda and packet information for City Council, Planning and Zoning Commission and other city board and commission meetings.
3. Prepares correspondence from City Director or department heads as directed.
4. Tracks and orders supplies as needed for office
5. Explains recycling, garbage, sewer, water, electric programs to new and current residents.
6. Assist Park and Recreation in accepting and maintaining park registration and program information.
7. Assist City Director with projects as needed
8. Assist City Director with events such as 4th of July and the Bancroft Bandits
9. Maintains City Website
10. Performs significant computer work, copier, and general office equipment
11. Receives mail, applications, administrative forms, work orders, registration forms, reservation requests or other documents from the public and/or employees; prepares documents for processing; receives and records payments
12. Performs light cleaning of restrooms, offices and council room.
13. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Previous work in an office setting preferred. Experience with Microsoft Office essential. Willingness to learn, be a team player, and positive attitude.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent written and verbal communication skills are required, including knowledge of grammar, spelling, punctuation, formatting, and clerical operations; ability to use a wide range of media equipment, web software, knowledge of office practices, equipment, and materials; some knowledge of local government and its functions; knowledge of administration policies and procedures. Skills in basic mathematical calculations and accounting; customer service skills including the handling of complaints in person and on the telephone.

Ability to use a variety of computer software products for word processing, spreadsheet, data base functions, online systems, ability to follow oral and written directives; ability to work with the public and fellow employees, ability to work independently with little supervision; ability to work with the public under stressful conditions. Ability to work with confidential information.

SALARY

Established by the City Council with recommendation by the City Director.

HIRING

Approval of City Council with recommendation by the City Director.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

Job Description approved by City Director: March 15, 2017
Subject to change by the City Council at any time.