

City of Sparta Job Description

Job Title: Administrative Clerk
Department: Administration
Reports To: City Administrator
FLSA Status: Nonexempt
Starting Salary: 29,809.00
Approved Date: 6/18/2021

SUMMARY

Provides administrative support for other City Hall functions under general supervision by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Performs general clerical and administrative support for City staff; answers telephone, greets visitors, responds to inquiries, takes messages, or forwards calls to appropriate individual; receives and routes service requests to various City departments; maintains schedules for use of civic center, park and other facilities; gets mail and sorts.
- 2) Receipt's property taxes and processes business licenses.
- 3) Maintains file room; files documents; moves files to be archived to long term storage.
- 4) Maintains City website; coordinates changes and updates with web hosting service; administers e-mail from web site; administers contests and promotions on web site; maintains related records.
- 5) Prepares agenda and information packets for bi-monthly meetings of the Mayor and Board of Aldermen; prepares and issues public notices of meetings;
- 6) Assists in grant administration; assists in grant writing by providing information; ensures all contracts are signed and executed; files documents.
- 7) Maintains office supply inventory; orders supplies as needed; orders or prepares bids for City logo signage, patches, decals, etc.
- 8) Orders uniforms; collects orders from employees; distributes uniforms on delivery.
- 9) Performs miscellaneous data entry.
- 10) Assists with meetings for Planning Commission and Historic Board.
- 11) Coordinates the City sponsored events
- 12) Processes Open Records Requests

OTHER DUTIES

- Performs related work as needed.

SUPERVISORY RESPONSIBILITIES

None

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Strong interpersonal skills to effectively deal with customers and the public.

Ability to operate calculator, computer and other office equipment.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is occasionally required to stand, reach with hands and arms, and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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

The noise level in the work environment is usually moderate.