



Job Description

**ADMINISTRATIVE ASSISTANT I**

**DESCRIPTION:** Under general direction of the HR/Community Services Director and direct supervision of the Community Services Supervisor, this position performs administrative tasks in support of the Community Services Department which includes operation of the Clark Memorial Library and oversight of Parks and Recreation, the Town's Volunteer Programs, Town website and newsletter. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This is primarily a front desk position providing customer service and assistance to library patrons, incoming or electronically received visitors, and phone callers.

**CLASSIFICATION:** Positions in this class are characterized by a thorough knowledge of office administrative duties and functions, highly responsible clerical tasks and computer usage. An employee successful in this position enjoys working with the public and handling unexpected challenges, performs duties with minimal supervision and at times considerable independence. Job functions require the ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, and to follow and carry out written and verbal direction. Abnormal working hours may be required from time to time; this position may at times be on call. This is a part time (not to exceed twenty (20) hours per week), FLSA non-exempt, at-will position. Schedules may change depending on the needs of the organization.

**ESSENTIAL FUNCTIONS AND DUTIES:**

*Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Participates in the implementation of goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Community Services Department;
- Assists with the organization and operations of the Community Services Department;
- Interacts with the public, elected officials, coworkers and business professionals on a regular basis;
- Provides information to the public on Town services and operations;  
Performs circulation desk duties which may include shelving and pulling of books, preparing books for transit, receiving and processing new materials, cataloging of materials, handling and processing donations;
- Provides circulation desk training to volunteers as needed or assigned;
- Assists with department projects, activities, programming, events, etc. as needed or assigned;
- Researches, compiles and assembles background information and materials and data for special projects;
- Initiates, maintains and/or documents a variety of files, records, processes and procedures;
- Receives and participates in responding to and resolving citizen inquiries and complaints;
- Schedules meetings, appointments and bookings as needed or assigned, providing notifications of such;
- Performs other duties and responsibilities as needed or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance will be considered. A preferred applicant will have prior experience with the job requirement areas including a proven record of strong customer service abilities and responsibilities.

### **Special Requirements, Licenses, and Certificates**

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.

### **Knowledge, Skills and Abilities**

- Knowledge of modern office practices, procedures and equipment;
- Knowledge of general and accepted accounting practices;
- Skilled in the use of computers and various software;
- Ability to use multiple technologies as daily working tools;
- Ability to maintain a courteous, helpful and professional image in dealing with public, elected officials and coworkers;
- Ability to prepare and maintain accurate documents, records and reports;
- Ability to effectively communicate whether orally or in writing;
- Ability to maintain a courteous, helpful and professional image with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to create and effectively monitor budgets;
- Ability to establish and foster effective working relationships;
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to be flexible in the face of change.

## **PHYSICAL REQUIREMENTS**

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. This classification involves work that requires:

- Vision sufficient to read technical documents, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to traverse a variety of terrain including steps, stairs or climbing ladders;
- Dexterity sufficient to safely operate tools and light equipment;
- Strength sufficient to lift, carry and move fifty (50) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

## **WORKING CONDITIONS**

- Work is regularly performed within an inside building environment but may include outside weather conditions;
- The noise level is varied but usual to that of an inside building environment;
- The employee may be required to walk over uneven flooring or terrain;

- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.*