Community Services Department
Town of Clarkdale
P.O. Box 308, Clarkdale, Az. 86324
Town Hall (928) 639-2400 * fax (928) 639-2409

ADMINISTRATIVE ASSISTANT II
JOB DESCRIPTION

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 oversight of Parks and Recreation, the Clark Memorial Library, the Town's Volunteer Programs, Town facility rentals, Town website and newsletter. This position may also provide liaison work in support of specific Boards and Commissions and may take minutes at meetings or perform related clerical duties, or attend other meetings as required. At times this is a front desk position providing customer service and assistance to incoming 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 abilities. An employee successful in this position enjoys working with the public, 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 is a non-exempt, at-will position.

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, business professionals and media on a regular basis;
- Provides information to the public on Town services and operations;
- Assists with providing Library circulation desk duties as needed or assigned;
- Assists with providing circulation desk training to volunteers as needed or assigned;
- Participates in book inventory development for the library and monitors oversight of the related budget;
- Participates in providing development, organization and facilitation of the Town's Volunteer Program;
- Participates in providing development, organization and facilitation of the Town's Community Restitution Program;
- Participates in providing organization and facilitation of the Town's facility rentals;
- Provides organization, development and distribution of the Town's monthly news flyer;
- Acts as staff liaison to the Library Board and special committees as needed or assigned;
- Composes, copies and/or distributes, agendas, informational packets, reports and correspondence;
- Aids and facilitates use of library programs, services, and rooms including related technologies;
- Records actions at meetings and prepares minutes, maintains and distributes these records as needed;

- 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;
- Schedules meetings, appointments and bookings as needed or assigned, providing notifications of such;
- Performs other duties and responsibilities as required.

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 with a proven record of increasing levels of office administrative 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

This classification involves work that may require:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, 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 safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) 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 office environment;
- The noise level is varied but usual to that of an inside office 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 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.
- 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.