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| City of St. Charles<br>Position<br>Description<br><br>ST. CHARLES<br>SINCE 1834 | <b>Position Title</b> | Sr. Administrative Assistant |                             |           |
|  | <b>Department</b>     | Finance                      | <b>Division</b>             |           |
|  |                       |                              | <b>Section</b>              |           |
|  | <b>Full/Part Time</b> | Full Time                    | <b>Union</b>                | Non-Union |
|  | <b>Reports to</b>     | Finance Director             | <b>Positions Supervised</b> | None      |
| <b>FSLA Status</b>   | Non-Exempt            | <b>Salary Grade</b>          | N                           |           |

**Position Description Overview**

This position, under the general supervision of the Finance Director, is responsible for complex administrative, clerical, and organizational functions related to the Department's accounting and finance services. This position involves considerable independent judgment in daily work activities and may involve supervision of other clerical staff in the work area.

**Essential Job Functions**

*Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

*Position-Specific*

1. Provides administrative support duties as requested and directed by supervisor:
  - Answers telephone calls, schedules meetings, maintains calendars, typing, copying, collating, assembling, filing, creating, maintaining, and distributing office documents, and various other miscellaneous duties;
  - Performs miscellaneous tasks assigned by the Finance Director;
  - Responsible for maintenance of accounting policy and procedure manual;
  - Coordinates posting of information and documentation on the departmental website
  - Screens calls, visitors, and mail
  - Prepares Microsoft Power Point presentations in support of departmental activities
  - Provides staff support to committees as necessary such as preparing agendas, materials, and minutes;
  - Assists in the maintenance of departmental files including the accounts payables vendor files as well as the utility billing customer filing systems
2. Provides support to department and City-wide special projects.
  - Attends staff meetings and take minutes as necessary;
  - Responsible for attendance and taking minutes at Visitor's Cultural Commission meetings during regular work hours and evening meetings.

- Participates on committees, both City-sponsored and departmental;
  - Assists in researching information on various topics as directed;
3. Responsible for creation of necessary files, coordination of signatures and documentation for bond issuances, and preparation of various legal notices.
  4. Assists with coordination and follow up in the maintenance of the inventory and valuation of City owned properties for insurance purposes.
  5. Assists in the preparation of the City's annual budget
    - Researches and compiles various statistical information as directed
    - Organizes, arranges and publishes information in an understandable format using Excel tables, charts, and workbooks
    - Assists in the compilation of data for interdepartmental allocations of expenditure amounts
  6. Provides clerical and research assistance to the Finance Director for use and analysis in the City's collective bargaining process

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on tasks and special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

*Position-Specific*

1. Supervises work through the planning, delegation and scheduling of work, and the review and approval of tasks.
2. Responsible for content management on City's iNet.
3. Updates the department webpage on City's website.
4. Assists in preparation of proposed budget and tracking of annual expenditures as directed.

**Basic Requirements**  
 For successful performance in this position, the incumbent will need to demonstrate the following:

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| <b>Knowledge</b> | <i>Standard</i>  |
|                  | 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing. |
|                  | <i>Position-Specific</i>   |

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|                  | N/A  |
| <b>Skills</b>    | <p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>  |
|                  | <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Thorough knowledge of office practices, procedures and equipment.</li> </ol>   |
| <b>Abilities</b> | <p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>6. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>7. Ability to prioritize and oversee completion of projects, delegate workload, and supervise other staff as position dictates.</li> <li>8. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities.</li> <li>9. Ability to speak and communicate clearly in an office environment.</li> <li>10. Ability to speak effectively before groups of citizens or employees.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>13. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>14. Ability to efficiently take dictation and to utilize transcription equipment.</li> </ol> |

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|   | <p>15. Ability to type 60 words per minute.</p> <p>16. Possession of a valid driver's license.</p> <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to read and interpret procedures, maps, ordinances and other regulations; ability to explain procedures and requirements to the general public; ability to write minutes, resolutions, and reports; ability to organize complex written and graphic information.</li> <li>2. Ability to understand basic concepts of municipal finance and accounting process and general familiarity with the associated terminology.</li> <li>3. Ability to use binding machine and postage machine.</li> <li>4. Ability to prioritize, organize, and delegate assignments.</li> <li>5. Demonstrated ability to plan and organize work to meet schedules and time lines for self and for Director's needs.</li> <li>6. Ability to work under steady pressure with frequent interruptions and contact by phone or in person.</li> <li>7. Ability to understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.</li> <li>8. Ability to oversee, direct, coordinate, and participate in the office management of the Finance Department.</li> </ol> |
| <p><b>Education &amp; Experience</b></p>      | <ol style="list-style-type: none"> <li>1. Associate's degree required.</li> <li>2. Minimum of three (3) years of administrative experience of a progressively responsible or difficult nature.</li> <li>3. Minimum of one (1) year of supervisory experience.</li> <li>4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>   |
| <p><b>Physical/ Environmental Demands</b></p> | <p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents,</li> </ol>   |

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|  | <p>as well as other sounds, such as the telephone ringing, etc.</p> <p>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</p> |
|  | <p><i>Position-Specific</i></p> <p>N/A</p>   |

Revised 04/16/12

## Position Description Acknowledgement

**Position Title**

Sr. Administrative Assistant-Finance

**Revised/Updated**

2/25/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date