

City of Mission Job Description

Job Title: **Administrative Assistant**



Classification: **Non-Exempt**

Department: Community Development

Division:

Supervisor: Community Development Director

Effective: 08/09/2021

I. JOB SUMMARY

The individual will assist the Director in the routine tasks of typing, receiving calls, visitors and technical assistance duties of the Community Development and Housing Assistance Department. The individual will prepare agenda packets, attend meetings and transcribe minutes. The individual will assist in processing requests for payment and maintain expenditure logs and enter accomplishment data into reporting system (IDIS). The individual will work directly with funded agencies and department staff to ensure eligible residents are being assisted and all documentation is in order. The individual will compile data and prepare reports as required by HUD and other funding agencies and process into reporting system (IDIS). The individual assists with interviewing and completing housing assistance program applications. The job has no supervisory responsibilities. Individual will be performing other duties assigned by the supervisor/department head when needed.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. required.
- Administrative Assistant Certification in Government Administration, Public Administration or related area and three years of related work experience.
- A minimum of two (2) years experience in government may substitute for Certification requirement.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to communicate proficiently in the English and Spanish language.
- Ability to communicate effectively both orally and in writing.
- Ability to work proficiently with Microsoft Office.
- Ability to use logical thinking and personal judgment to perform a variety of office tasks.
- Ability to keep accurate records and write detailed reports.



IV. SKILL AND ABILITY REQUIREMENTS

- Ability to interpret City of Mission policy and procedures as related to job positions, relaying similar information to contractor, general public, and co-workers.
- Ability to comply with a strict work schedule as outlined by management.
- Ability to develop and maintain a good working relationship with supervisors and co-workers.
- Ability to interact with City staff and public agencies.

V. ESSENTIAL JOB FUNCTIONS

- Receive incoming mail, distribute mail accordingly and file.
- Prepare sub-recipient contracts, maintain project files to insure timely submission of all required reports and documentation of all transactions.
- Set up and maintain projects through the Integrated Disbursement Information System (IDIS).
- Prepare and post agendas.
- Coordinate and attend monthly committee meetings/public hearings and transcribe minutes.
- Coordinate travel arrangements and travel requests for department staff.
- Prepare Subrecipient Handbook and conduct yearly orientation.
- Process requests for payment from sub-recipients and all administration invoices in a timely manner, ensuring to maintain expenditure logs for each project.
- Assist in the reconciliation of accounts.
- Prepare monthly progress reports.
- Assist in the administration of the City's CDBG program through coordination and monitoring and meet related reporting and record keeping requirements.
- Assist in the administration of the Housing Assistance Program to receive and process information and documents pertaining to applicants in a confidential manner.
- Assist in the administration of other State or Federally funded programs, which includes implementing, monitoring, and reporting for the program.
- Assist in the preparation of the CDBG Annual Action Plan/Consolidated Plan and Consolidated Annual Performance and Evaluation Report through the use of HUD issued software IDIS including project maps.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend City functions when needed.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Personal Computer, Computer mouse, Key board, Printer
- Copy Machine, Fax machine, Scanner
- Postage meter, binding machine



VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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ON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, paper, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open file drawers & retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files & books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, and tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files & other paper work, opening drawer to retrieve files.
WALKING	F	Taking pictures of projects, conducting on site interviews Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing client information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard & mouse, letter stand, ruler, tape, dispenser, and filing baskets.

N-never **O**-Occasional 1-33% **F**-Frequently 34-66% **O**-Occasionally 67-100%

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date