

City of Mission Job Description

Job Title: **Administrative Assistant**

Department: Golf

Supervisor: Golf Director



Classification: **Non-Exempt**

Division:

Effective: 04/02/2024

I. JOB SUMMARY

This position requires a thorough working knowledge of clerical and secretarial practices, and parliamentary procedures including, but not limited to, keeping accurate records, taking care of correspondence, typing, data entry, and other writing tasks. The individual must be able to work well under stress and be able to handle various tasks with numerous interruptions. Courtesy, tact and diplomacy are required in daily contact with the public and staff. Will occasionally work on the pro shop point of sale system, when necessary. This position has no supervisory responsibilities. Individual will be assigned other duties as needed by the Supervisor/Department Director.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. is required.
- Must be able to type 50 wpm and have good filing skills.
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must have advanced knowledge and experience with Microsoft Word, Windows 10, Excel, Power Point, Internet, and E-mail.
- Must have experience in using a 10-key calculator by touch.
- Minimum of two (2) years' experience with office/clerical procedures.
- Must be able to communicate proficiently in the English and Spanish language.
- Applicant must have a neat and professional appearance.
- Possess knowledge of the game of golf and be able to interact with patrons.

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 pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" driver's license from the Texas 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 follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to compute and record numbers correctly.
- Ability to perform work that is routine and detailed.
- Ability to communicate clearly and effectively with citizens, applicants, employees thru internal and external communication;
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to perform accurate data entry



- Ability to perform work tasks with minimal supervision.
- Ability to deal with public relation issues and citizen inquiries tactfully, courteously and in a diplomatic business matter.
- Ability to maintain effective working relationships with office staff, auxiliary, departments, elected officials, and the public.
- Must be available to work evenings, weekends and holidays based on office and event demands.
- Ability to complete tasks within specified deadlines.

V. ESSENTIAL JOB FUNCTIONS

- Answer telephone with clear, courteous, and business voice, and directs the calls to the appropriate destination to expedite response.
- Maintains comprehensive files, records, documents, and plans related to the operations and performance of the department.
- Collects daily deposits, reconciles and posts daily deposits to City Hall and Bank.
- Assists in protecting and controlling assets.
- Responsible for maintaining petty cash
- Understand and be able to operate the POS system at the pro shop counter when necessary.
- Solicits bids/quotations from vendors, process requisitions for purchase orders, submit invoices for payment and reconcile invoices.
- Receives and logs-in mail and other correspondence received with date received in the computer before routing it to its appropriate destination.
- Handle complex and/or technical reports, checking for accuracy and completeness.
- Coordinates research on projects as needed and prepares correspondence and reports as needed.
- Coordinates and attends meetings and transcribes minutes.
- Composes and signs correspondence on matters not requiring personal attention of supervisor.
- Prepares agenda items for City Council and Advisory Board meetings.
- Schedules staff on a weekly basis to assure proper coverage when considering tournaments, employee requests, etc.
- Oversee the purchase and delivery of office supplies as well as office equipment.
- Attend a variety of workshops and seminars related to city operations.
- Prepares travel arrangements as directed and maintains records; secures transportation, hotel reservations/accommodations.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.
- Maintains a clean, organized office and work area.
- Provides support for front desk objectives with customer service, telephone calls and department software application as needed.
- Performs other job-related duties and special projects / events as assigned.
- Perform other related duties as assigned by Supervisor.

Job Title: **Administrative Assistant**

con't – page 3



I. NON-ESSENTIAL JOB FUNCTIONS

- Attend and assist in setting up for special events when needed.

II. EQUIPMENT/MATERIALS

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

- Personal computer, Laptop Keyboard, Printer, Scanner,
- 10 key calculator, Typewriter, Binding Machine, Manual Hole Puncher
- Copy machine, Fax machine,
- Telephone, Cell phone, Two-way radio
- Stapler, Stapler remover, Pens, Pencils, Highlighters, Markers
- Pro Shop Point of Sale System
- City Personnel Policy manual

III. WORK ENVIRONMENT

Exposures 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 (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			
	X			

IV. 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.



V. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	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, 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%



NON-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, papers, 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 to 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 drawers and 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 and 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, 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 and other paper work, opening drawer to retrieve files.
WALKING	F	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 employee information.
GRASPING (w hole 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 and mouse, letter stand, ruler, tape dispenser,

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

City of Mission Job Description

Job Title: **Administrative Assistant**



con't – page 7

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.

Applicant Signature

Date