


<b>Department: Parks and Recreation</b>	
<b>Title: Administrative Assistant</b>	
<b>Status: Non-Exempt</b>	

**Summary Objective**

The purpose of this job is to provide administrative and clerical support for the assigned department, which may include, personnel, payroll and office management processes according to the City’s policies and procedures.


This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Answers department telephones; provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages. Receives, dates, and distributes incoming mail.
- Prepares varied department documents, records, reports, and forms requiring knowledge of programs, policies and procedures. Initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines.
- Research, compiles, consolidate, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.
- Maintains assigned inventories; prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.
- Prepares the accurate and timely preparation of the department's payroll.
- Prepares forms and documents necessary to administer department programs, projects, and objectives as required.
- Manages the travel/training process for departmental staff, submits travel documentation to finance, and requests reimbursement checks.
- Initiates, conducts and directs various departmental studies, and analyzes complex problems involving workforce utilization, office automation and operational procedures.
- Operates standard Microsoft Office and inputs required data into the computer software system.
- Performs related work as assigned.

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Franklin, Virginia	
Title: Administrative Assistant	
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**Minimum Education and Experience Requirements:**

- High School graduation or GED equivalent supplemented by specialized courses/training equivalent to one year of college.
- Four (4) years of administrative, clerical or office support experience; or an equivalent combination of education, training and experience.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None

**Special Certifications and Licenses:**

- None

**Americans with Disabilities Act Compliance**


The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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