

## **Administrative Assistant**

**Department: City Administration**

**Reports to: City Clerk**

**Salary Classification: Hourly Wage**

**Work Schedule: 8:00 a.m. – 4:00 p.m. Monday – Friday with the exception of  
8:00 a.m. – 5:00 p.m., Tuesdays, on a rotating schedule**

---

### **POSITION SUMMARY**

Under administrative direction of the City Clerk, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations, processes permits, nuisance abatement and code compliance. Assists in the operation of all City Hall activities including but not limited to: receiving and depositing cash, checks and electronic payments received for utility payments, tax revenue and other miscellaneous payments. Performs other duties as noted herein.

### **ESSENTIAL FUNCTIONS AND DUTIES**

- Reviews submitted paperwork for permit applications. Ensures application is complete and the proposed project follows all applicable codes/requirements. Refers the application to the appropriate department if further assistance is needed and/or for permit approval as needed.
- Issues building permits, records payments.
- Researches and responds to problems and complaints regarding code compliance.
- Enforces local codes. Issues correction and abatement notices; following up until abatements are complete.
- Performs some field work such as site visits, taking photographs and may need to research properties.
- Works with City Attorney to ensure actions are taken legally.
- Handles processes associated with Planning and Zoning and Board of Adjustment meetings and requests.
- Assists with social media accounts.
- Front line staff answering phones and receiving visitors; accepts payment of bills and fees; replies in person and by telephone; supplies general information on City policies and procedures.
- Aids in retention and maintenance of City records as required by the Code of Iowa.
- Assists in processing all incoming and outgoing mail.
- Provides general clerical support for the department.
- Cross train and assist others within the department as directed. Including but not limited to: processing accounts payable, payroll, utility billing.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Possess excellent communication skills.
2. Knowledge of or ability to learn Microsoft Office software systems.
3. Able to function in a confidential manner.
4. Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting is desired.
5. Knowledge of office practices, procedures and equipment.
6. Ability to follow written, electronic and verbal instructions.
7. Ability to establish effective working relationships with co-workers, supervisors and the general public.
8. Must have the ability to handle stressful situations and effectively deal with difficult or angry people.
9. Ability to prioritize and multi-task with many interruptions and time constraints.
10. Ability to accurately manage financial records.
11. Knowledge of or ability to learn Accounting/Payroll/Utility Billing software systems.

## **ENTRY REQUIREMENTS**

1. An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
2. 1-year actively working with the General Public.
3. High School diploma required.
4. Valid Iowa Driver's License, Driving Record, Insurance. Use of own vehicle to perform field work. Any mileage occurred while on the job will be reimbursed at the IRS determined rate. Mileage to and from work will not be reimbursed.

## **PHYSICAL DEMANDS**

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.

May be sitting long hours using office equipment and computers or moving from sitting position to standing. Occasional climbing, stooping, kneeling and reaching activities. Requires ability to converse, using verbal and listening skills, with customers and staff. Requires clarity of vision, eye/hand coordination, manual/finger dexterity and motor coordination. Requires the ability to operate keyboard and calculator at efficient speed. Requires clerical, forms, numerical and verbal perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

## **JOB SUMMARY**

Most work is performed inside City Hall or other public buildings. Some work is performed in the field.

All requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the City Clerk.

The City of Ida Grove retains the right to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.