

## Job Description – Administrative Assistant and Human Resources

**Reports To:** City Administrator  
**Date Revised:** 5/21/2021  
**Salary Range:** \$35,910 – \$44,631

**FLSA Classification:** Full Time, Non-Exempt  
**Department:** Administration

### Position Summary

Under general supervision, provides professional level support for Administrative and Human Resources functions. Directly assist City Administrator to provide administrative support and general HR work. Position is responsible excellent customer service and serves as primary point of contact for general public. Position is also responsible for accounts payable, assisting with preparation of city grant applications and provided administrative support to the City Administrator and City Clerk as needed. All administrative personnel shall be cross trained to perform the basic duties of other administrative staff from time to time in their absence. Utmost discretion and confidentiality in all job duties is required.

### Position Responsibilities - Essential Job Functions

#### **General Duties**

- Works closely with all the associates to ensure a positive work environment.
- Performs administrative/secretarial duties for the department which include typing schedules, letters, memos, correspondence, forms, and reports; scans documents into computer software and files and retrieves information when needed; prepares and distributes information to employees.
- Performs routine clerical work, including, but not limited to, attending meetings, preparing reports and correspondence, copying and filing documents, sending and receiving faxes, assembling materials, maintaining lists and logs, entering and retrieving computer data, processing daily mail, etc.
- Answers department telephone and provides assistance to callers whenever possible; takes and relays messages in a timely manner; provides information to callers relative to departmental operations, activities, and/or functions.
- Assists City Administrator with special projects. Researches requested topics or policies as requested using internet, policy manuals, etc.
- Uses computer software programs such as Microsoft Outlook, Word, Excel, PDF editor, Quickbooks
- Uses office equipment including a computer terminal, printer, fax machine, calculator, copier, telephone, etc.
- Processes accounts receivable and payable.
- Prepares and monitors work orders.
- Assists City Clerk with their duties.
- Controls and issues all purchase orders; maintains inventories and orders office supplies and materials.
- Prepares all notices of job vacancies and job files; posts notices on bulletin boards; places ads in newspaper and City website; maintains job vacancy and advertising records. Scans all job files once completed.
- Receives and/or reviews, enters payroll records.
- Manages employee Paid Time Off, attendance and leave tracking. Updates and maintains accuracy on master employee spreadsheet and all personnel files.
- Enters records and reports, time sheets and payroll registers, etc., into computer in a timely manner.
- Utilizes appropriate resources to complete job, to including but not limited to Employee handbook, internet, South Carolina Retirement System Employer's Manual, various IRS publications, calendars, schedules, etc.
- Assists with preparation of reports and summaries for monthly financials. Assists with preparation for annual audit; researches and provides required documents and forms.
- Provides information, guidance, or assistance to people to directly facilitate task accomplishment. Coordinates assigned activities with those of other divisions and departments as necessary.
- Assists with grant applications as needed.

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- Receives and responds to inquiries, concerns, complaints, and requests for assistance from City personnel and citizens regarding areas of responsibility.
- Attends training sessions, meetings, seminars, workshops, etc. to enhance job knowledge and skills.
- Interacts and communicates professionally with various groups and individuals including the general public, vendors, Council, all levels of management, etc.
- Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies regarding absences and tardiness.
- Performs other directly related duties consistent with classification role and function.

### Performance Indicators

- **Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public effectively.
- **Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."
- **Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.
- **Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to City Administrator with respect to vacation time and time-off requests.
- **Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
- **Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks experienced advice and researches problems, situations and alternatives before exercising judgment.
- **Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.
- **Relationships With Others:** Shares knowledge with City Administrator, department directors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with Mayor and Council, City Administrator, professionals and the general public.
- **Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions

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and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

- **Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Maintains equipment and machinery in proper and safe working condition, making minor repairs as needed and ensuring that major repairs are made promptly.

### Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions and as requested by City Administrator.
- Must be willing to travel for meetings, conferences and obtain training and certification as may be required.

### Essential Skills and Experience

- Minimum of (2) two years' experience in human resources, book keeping, data processing or office administration; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Must possess valid driver's license.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor and others as needed.
- Requires the ability to read a variety of documents and reports. Requires the ability to prepare various types of reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control and confidence.
- Has the ability to apply principles of rational systems such as accounting and personnel in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Requires the ability to record and deliver information and to follow verbal and written instructions.
- Requires the ability to utilize mathematical formulas, determine percentages and decimals; and determine time and weight; high school basic statistics, etc.
- Requires the ability to handle a variety of items and office equipment. Must have minimal levels of eye/hand/foot coordination to utilize automated office equipment.
- Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.
- Requires the ability to deal with people beyond receiving instructions. Ability to relate to people in situations involving more than receiving instructions. Must be adaptable to performing when confronted with an emergency.
- Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).
- Requires the ability to write routine sentences and complete routine job forms and incident reports with proper format and grammar.
- Requires the ability to gather, organize, analyze, examine, and evaluate data or information. Prescribe action based on such data or information.
- Requires the ability to provide information, guidance, or assistance to people to facilitate task accomplishment.
- Requires the ability to perform semi-skilled work involving set procedures and rules but with frequent problems.

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- Requires the ability to complete clerical, manual, or technical tasks prescribed by standard practices which may require computation, the use of several procedures, and the use of independent judgments with obvious choices. (Requires normal attention for accurate results.)
- Safely operate machines, tools, or equipment requiring brief instruction or experience, such as computers, fax machines, copiers, telephones, or similar equipment. Service office machines, including paper and toner.
- Demonstrate:
  - Math skills including addition and subtraction, multiplication and division, and/or calculating ratios, rates, and percentages.
  - Capacity to serve others, attending to their requests and exchanging information with them.
  - Computer proficiency and technical aptitude with the ability to use Microsoft Word, Excel, and Outlook and custom applications.
  - Strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

### Beneficial Skills and Experience

- Five-seven years of experience as administrative assistant, coordinator or generalist, or an equivalent combination of relevant education and/or experience. Work generally requires knowledge of best practices.
- Associate’s Degree or Bachelor’s Degree in business, accounting, or HR related field.

### Essential Safety Skills - Work Environment

To ensure the greatest possible protection for employees in the workplace, the City of Travelers Rest requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthful work environment.

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.

### ADA Compliance

The City of Travelers Rest is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### Physical Demands

Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

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Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The City Administrator has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the administrator reserves the right to change this job description and/or assign tasks for the employee to perform, as the Council may deem appropriate.

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Print Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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Print Administrator/Supervisor Name \_\_\_\_\_ Administrator/Supervisor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_