



# TOWN OF DANVILLE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

UPDATED NOVEMBER 2023

<b>JOB TITLE:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Administrative Office
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Town Manager
<b>SALARY:</b>	\$22.84-\$25.97
<b>TYPE OF POSITION:</b>	Full Time
<b>HOURS:</b>	35 hours per week
<b>OVERTIME:</b>	Yes

The responsibilities listed in this document are representative of the knowledge, skills, and abilities required to perform this position successfully. An individual must be able to perform each essential duty satisfactorily in order to fulfill performance expectations. Reasonable accommodations may be made for disabled individuals to perform the essential functions.

## DUTIES AND RESPONSIBILITIES

### As assigned by the Town Manager

- Performs administrative support duties to Town Manager, Assistant Town Manager, Assistant Town Manager, Planner, and Utilities Director in receiving the public, answering phones, typing documents, composing draft correspondence, and maintaining appropriate filing systems.
- Assists in processing various applications, permits, and lease agreements, including maintaining appropriate documentation of applications and decisions.
- Researches and completes special projects. Takes dictation and transcribes materials in the appropriate format.
- Assists with preparation of information and documentation necessary for Town Meetings; attends Town Meetings, Select Board, or other meetings when assigned.
- Responds to inquiries and requests for information from citizens, public officials, other agencies, and the Town's departments. As necessary, refers to other appropriate persons or agencies
- Composes types and edits various correspondence, reports memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Accept reservations for the use of Town-owned property according to policies and procedures established by the Select Board, Assistant Town Manager, Assistant Town Manager, Planner, and Utilities Director

- Performs a full range of complex secretarial and administrative support and duties necessary for the adequate functioning of the Administrative Office.
- Maintains accurate and proper information on the Town website as needed for Administrative Office. Provides administrative support to all departments.
- Duties are varied and require considerable knowledge of municipal operations, office and information management systems, and Town procedures and policies.
- Due to the sensitive nature of the job, the individual must maintain a high degree of confidentiality
- This position will be subject to the rules, policies, and operating procedures established by the Town Council and the Town of Danville, as they may be amended from time to time.
- Assist with the ongoing process of evaluating and implementing changes to policies, procedures, codes, and ordinances relating to department objectives, goals, and standards.
- Attend all meetings and trainings as required.
- Maintain strict confidentiality regarding Town issues.
- Ability to coordinate and effectively communicate orally and in writing with Superintendents, coworkers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

### QUALIFICATIONS

- A minimum of a high school diploma or GED equivalent.
- Working knowledge of computers, all Microsoft applications, and MAC applications, and electronic data processing
- Ability to analyze administrative problems and to make sound recommendations. Skill in operating listed tools and equipment.
- Prior experience in municipal office is desirable but not required.
- Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.
- Ability to utilize computer technology such as calculators, Word, Excel and PowerPoint.
- Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Must have a safe work record with good ethics and dependable attendance record.

### WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 50 pounds with the use of personal safety equipment. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

### EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name