

THE TOWN OF LUTHER
Administrative Assistant
Position Description – Full-time

GENERAL PURPOSE

Performs administrative, clerical and data processing work related to Town of Luther, Luther Public Works Authority and Luther Economic Development Authority, and works directly with the Town Manager and other staff, completing administrative tasks

SUPERVISION RECEIVED

Works under the supervision of the Town Manager

SUPERVISION EXERCISED

Generally, no supervision is exercised with this position

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with the Town Manager performing various tasks, including accurate file maintenance, payroll processes, accounts payable, bookkeeping, budgeting, contracts, insurance, research, grant administration, preparing meeting rooms, collecting and organizing information for board meetings, attending meetings, trainings and events, updating the Town website and other social media platforms, scheduling meetings and training courses, assisting with economic development tasks and activities, as well as any other job function vital to Town administration
- Assists with utility, court and other departments as needed

PERIPHERAL DUTIES

Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent

Three (3) years verifiable work experience in an office position

Related experience in a municipal or other government position

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of computers and electronic data processing

Working knowledge of modern office practices and procedures

Working knowledge of accounting/bookkeeping practices

Excellent skill in operating listed tools and equipment

Ability to perform arithmetic computations accurately and quickly

Ability to communicate effectively, verbally and in writing

Ability to establish courteous and effective working relationship with employees and public

Ability to work under pressure with frequent interruptions

Ability to communicate with citizens and customers in a calm and professional manner

SPECIAL REQUIREMENTS

May occasionally be required to work varied schedules, attend off-premises training, or attend special events and meetings

Business attire may be required for specific meetings or events

TOOLS AND EQUIPMENT USED

Business computer, various computer programs, 10-key calculator, multi-user phone system, postage machine, printer/copier, projector

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear normal conversation. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is often required to use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the indoor work environment is usually quiet. The room temperature is generally comfortable. The environment is generally fast-paced. Phone calls and walk-in inquiries from customers are very frequent.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, background, reference and credit check. Job related tests may be required.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change. The Town of Luther is an at-will employer. This position is not considered safety sensitive.

I understand and agree that, if hired, my employment is at will only and for no term of definite duration. I also understand and agree that either the Town of Luther or I may terminate my employment relationship at any time.

Applicant

Date

The Town of Luther, Oklahoma, is a Drug Free Equal Opportunity Employer.