

## **THE CITY OF RHOME, TEXAS**

### **POSITION TITLE: ADMINISTRATIVE ASSISTANT**

#### **SCOPE OF RESPONSIBILITIES**

The City of Rhome is seeking an administrative assistant to provide support for the Public Works, Parks and Recreation and Utility Billing departments. Provides exceptional customer service to visitors of the department or those calling to receive information. Performs general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. Makes travel arrangements for department staff as needed.

#### **SUPERVISION RECEIVED**

Administrative direction is provided by the Director of Public Works as the direct supervisor.

#### **EXAMPLES OF WORK**

#### **ESSENTIAL FUNCTIONS**

Performing customer service and clerical functions. Duties include, but are not limited to, the following:

- Prepare, process and maintain service orders for the Public Works Department
- Provide administrative support to the Director of Public Works and field operations
- Assist the Director of Public Works with maintaining monthly well readings, reports and reporting to other governmental agencies
- Conduct research for the Director of Public Works
- Set up appointments and meetings as directed
- Process utility payments as needed
- Follow up on customer inquiries to assure satisfactory completion
- Schedule and track Parks and Recreation events
- Answer telephone calls and take messages as needed
- Operate copy machines and related tools and equipment
- Perform other duties, as assigned

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

#### **MINIMUM QUALIFICATIONS**

##### **Ability to:**

Skilled in the following:

- Providing customer service
- Operating a computer and related software applications and electronic equipment
- Communicating and interacting effectively with a variety of individuals with courtesy and tact

- Working in an open office environment
- Managing projects and multi-tasking
- Following instructions both written and verbal
- Maintaining sensitive and confidential information

**Knowledge of:**

Possess knowledge of:

- Office practices and procedures
- Microsoft suite of products

**QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

High school diploma or GED required

**Experience:**

Two (2) years of clerical or customer service related experience required

**License and Certification:**

Must possess a valid Texas state class C driver's license

**Ethical and Moral Requirements**

As an official of the city, must be of the highest moral and ethical character, and be willing to comply with all applicable laws and regulations, and will be expected to conduct the job functions and outside activities with the highest degree of fidelity, morality and ethics.

**ADA COMPLIANCE**

**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.

While performing the duties of this job, the employee is frequently required to sit or stand in the office, at the counter or in meeting rooms as necessary for extended periods. The position requires frequent use of computers. Occasional ability to lift, carry and put away such items as records and office supplies of moderate weight of up to 40 pounds. Moreover, while the position is largely administrative, the employee may sometimes be required to directly participate in other activities, and may be required to stand, walk, stoop, kneel or use hands to operate equipment, objects, or controls; and reach with hands and arms.

Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office setting with frequent interruptions and with the need to deal with a wide variety of people, some of whom may be irate, difficult or even dangerous.

The noise level in the work environment is usually low to moderate while in the office.

### **REASONABLE ACCOMMODATIONS**

The City of Rhome is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Rhome will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **HOW TO APPLY**

Applications are available on the City of Rhome website [www.cityofrhome.com](http://www.cityofrhome.com) or in person at 501 South Main Street, Rhome, Texas 76078.

Prospective applicants may send a City of Rhome application and resume to:

City of Rhome

ATTN: Lance Petty, Director of Public Works

P.O. Box 228

Rhome, TX 76078

Or email to: [rhomepublicworks@earthlink.net](mailto:rhomepublicworks@earthlink.net)