

Title: **Administrative Assistant - Generalist**
Department: **Development Services Department and/or
Community and Economic Development**
Reports To: **Director of Development Services and/or
Executive Director of CEDC**
FLSA Status: **Non-exempt**



POSITION SUMMARY:

Under general supervision, the Administrative Assistant coordinates office operations, provides high level clerical support, and delivers exceptional customer service for the department assigned. May be assigned to Development Services and/or Community and Economic Development.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

ESSENTIAL FUNCTIONS:

Under general supervision, the Administrative Assistant duties and responsibilities include, but are not limited to the following:

- Provides excellent customer service to citizens, elected and appointed leaders, colleagues, the development community, and the public, via in-person interactions, email, written correspondence, and the telephone.
- Collects, distributes, organizes and archives development-based documentation in a consistent and organized manner.
- Provides an array of standard clerical office support including, preparing and mailing letters and notifications, issuing purchase orders, compiling information, maintaining websites, preparing basic reports, distributing mail, maintaining calendars, scheduling meetings, handling timesheets, and maintaining office supplies.
- Enters and maintains data into various tracking systems; monitors and maintains files and required documents.
- Ability to safeguard sensitive information from intentional or unintentional disclosure.
- Assists in the preparation of information for various board and commission meetings and related meeting packets, including taking meeting minutes and processing approvals resulting in such meetings.
- Maintains regular and consistent attendance for the assigned work hours/shift. Performs such other duties as assigned.
- Ability to effectively listen to and follow directions, both verbal and written, and complete tasks in a timely manner.
- Serves as a liaison to contract services providers, including but not limited to engineering firm and building plan review and inspection firm, as well as provides back up to Permit Technician.
- Ability to become familiar with general intent and organization of 4A and 4B corporations, and the municipal development process

PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks involve climbing stairs.

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QUALIFICATIONS AND REQUIREMENTS:

The Administrative Assistant must have the ability to effectively manage multiple tasks, in a fast-paced environment, simultaneously and independently in a timely manner. Must have extremely strong organizational skills, the ability to prioritize effectively, have excellent time-management skills, and the ability to communicate effectively and efficiently with the public and city staff courteously and tactfully, remaining professional at all times. The candidate must possess and continue to possess the ability to follow both written and verbal instructions, and bear a high level of integrity and dependability. Ideal candidate will possess the following skills:

- Skilled in the use of a personal computer and related equipment, including Microsoft Office suite
- Municipal experience, preferred
- Public Notary license, preferred
- Knowledge of the following programs is preferred:
 - Tyler Technologies incode
 - iCompass
 - Laserfiche
 - Intuit QuickBooks

Minimum 2 years' administrative/ customer service-related experience is required.
High School diploma or GED is required.

GENERAL INFORMATION:

Reports to: Director of Development Services
The Administrative Assistant is a full-time FLSA non-exempt position.

Salary range is \$17.00 - \$21.00 per hour, commensurate with qualifications and relevant experience.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, short/long term disability benefits paid.

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates MUST successfully complete an extensive background check (including credit/criminal history), drug screening and pre-employment physical. All candidates MUST SUBMIT CITY APPLICATION and resume to be considered to: City of Van Alstyne, Attn: Human Resources, P.O. Box 247, Van Alstyne, Texas 75495-0247.