

City of Duquesne

Administrative Executive

Administration

POSITION SUMMARY

Performs a variety of clerical tasks directly related to the operation of the City including Administration, Community Development, and Finance. The Administrative Executive works under the direct supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration

- Maintain and update various information relating to Boards, Commissions, Staff, addresses, and more.
- Coordinate response and release of public information with the City Manager
- Maintain Ordinance Books, Resolution Books, Minute Books, Code Books, updating as necessary.
- Maintain Manager's files.
- Maintain Personnel Files for all City- Employees.
- Log Legal Right-to-Know Requests.
- Process or direct Requests to Review Records to proper department.
- Assist in the management of interoffice training and/or procedural updates.
- Open and process Manager's mail.
- Coordinate and register City Manager, staff, and Council for Conferences, Seminars, Charity Events, etc.
- Maintain order of Council Chambers in preparation of daily meetings including Board kitchen upkeep/supplies.
- Distribute annual Statements of Financial Interest and monitor return of same.
- Update appropriate website pages as needed, including agendas and meeting packets.
- Receive, review, prepare and distribute various correspondence on behalf of the City Manager.
- Provide mainline telephone support when needed.
- Provide clerical support for special projects as assigned.
- Produce and provide advertisements for ordinances and legal advertisements.
- Any other administrative duties as directed by the City Manager.

Financial

- Responsible for Account Payable process, including data entry into the Accounting Software, cutting checks for vendor payments, and mailing of the checks
- Post bi-weekly payrolls and deductions; prepare and file quarterly; and year-end payroll reports to various governmental entities

- Prepare the year-end closing of all payroll records.

Community Development

- Assist Building Inspector and Ordinance Officer with the organization and filing of property documents
- Responsible for receiving and preparing requests for Zoning/Building Inspector i.e. rental inspection, zoning use/occupancy and building permits etc.
- Enter Permits/Application information into asset management software, attach documents and update as completed.
- Keep accurate log record of all zoning/occupancy, rental inspections and building permits. Provide list of building permits quarterly to Allegheny County.
- Prepare and file Zoning/Occupancy and Rental Permits
- Coordinate the release of lien letters for sale of properties
- Maintain all current forms (Permitting Software and Word Processing) and applications. Create any new forms as necessary
- Maintain and update the website (posting agendas, minutes, meeting dates, etc.).
- Maintain filing systems for all department records and applications.
- Draft routine correspondence for administrative staff; perform miscellaneous filing and copying duties

QUALIFICATIONS

Education and Experience

A minimum of graduation from an accredited two-year college or university with an Associate's Degree

Five years of progressively responsible experience could be substituted for the Associate's degree.

Necessary Knowledge, Skills, and Abilities

Working knowledge of computers and electronic data processing to include at a minimum Word, Excel, Outlook, etc.; working knowledge of modern office practices and procedures.

Excellent written and oral communication and interpersonal skills; computational skills, manually and with a calculator; problem solving skills, as the employee must be able to resolve discrepancies and answer questions from residents and developers.

Ability to deal with residents, developers, employees, and others on a professional basis; ability to speak fluent and clear English; ability to type; due to the nature of the position, the employee must be precise and attentive to detail.

Ability to perform well under pressure and within strict deadlines.

EQUIPMENT USED

Personal computer with word processing and spreadsheet software; telephone; copy and fax machine; typewriter; calculator.

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 and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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 requirements of the job change.