

CITY OF HELENA



Position Title: Administrative/Public Affairs Specialist

Department: City Manager

Division: Administration

Grade: 145

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to function as the executive administrative assistant for the City of Helena in support of the City Manager. This position also has a responsible role in communicating City business to the general public. The incumbent will work with the City Manager to develop and execute a comprehensive public affairs program. Primary roles of this position will require the incumbent, to independently and under general supervision, plan, and perform a variety of highly responsible, confidential, and complex duties in support of the City Manager and City officials; to plan, organize, and coordinate support activities, operations, and functions related to the City Manager's Office; and to provide information, direction, and assistance to City staff, other departments, outside agencies, and the general public.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Executive Administrative Support

This position is expected to perform responsible office and administrative duties to assist in the processing and completion of administrative operations for the City Manager and City officials. The incumbent will plan, recommend, and implement organizational or procedural changes affecting administrative activities. The position will understand and apply laws, codes, regulations and administrative and departmental policies and procedures; and coordinate with other City departments and outside agencies. The incumbent will serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone calls; interpret and facilitate implementation of regulations, policies, and procedures; answer questions and provide information especially in the proper handling of confidential information or files; independently resolve complaints and make decisions; and refer phone calls to appropriate source as necessary.

This position will prepare assigned budgets including analysis and determination of annual budget needs and participate in the administration of the assigned budget; prepare and process claims; and monitor expenditures. The incumbent will establish and maintain complete records and files including financial, budget, personnel, training, operational, and administrative records. The position will research, compile, analyze, and summarize data and information pertaining to specified activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports; and maintain a handbook of City policies and procedures for City Commissioners, City staff and the general public.

The incumbent will maintain a detailed calendar for the City Manager and City officials; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries. The position is also responsible to prepare meeting packets for distribution; and represent the City Manager's Office in

meetings and groups as assigned.

The position will schedule special City Commission meetings as requested by the City Manager; maintain an agenda and calendar of City Commission administrative meetings; coordinate and maintain calendar of dates of City Commission and all City meetings. The position will also assist the City Manager in collection and transmittal of data to City Clerk for Commission "agenda packets" prior to each regularly scheduled City Commission meeting. The incumbent will collect and assemble materials for a "Miscellaneous Matters" informational folder for City Commissioners.

The position will prepare purchase orders and will order, receive, inventory, store, and distribute supplies and related item. The incumbent is also responsible to review departmental requests for training and travel; monitor "training fund" expenditures.

Public Affairs

Under supervision of the City Manager, this position develops approaches for presenting information to the public on City business. The incumbent will suggest the range of audiences who are potentially interested in various City activities and then recommend the types of information to present and approaches for communicating with each particular audience, and suggest ways of presenting the information best suited to the audience's level of understanding, needs or concerns. This will include independently responding to routine letters and general correspondence; composing and preparing letters, memoranda, and reports pertaining to standard policies.

This position will plan press conferences and other public outreach activities and provide various types of informational materials; track the status of outreach activities; and offer feedback to City Departments on recommended communication plans. The position may also assist in developing talking points for controversial situations when needed.

Essential Knowledge, Skills and Abilities Related to this Position:

- Oral communication and presentation skills
- Written communication skills: word processing, minute taking, dictation, grammar and spelling
- Time management and organizational practices
- Decision-making
- Strong interpersonal skills
- Multi-tasking skills
- Strong customer service skills
- Local government operations
- Administrative data collection and reporting
- Strong computer skills including Microsoft Office suite
- Public relations skills
- Self-motivated and highly productive
- Analytical and mathematical skills

Physical Demands:

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. Involves work of a general office nature usually performed standing, such as operation of a photocopier and a fax machine.

Minimum Qualifications (Education, Experience and Training):

This position prefers a Bachelor's degree in Communications, Public Administration, Business Administration or Office Management and 3 years of increasingly responsible administrative experience preferably in a governmental office including office management experience; OR an Associate's degree in the aforementioned disciplines with 5 years of increasingly responsible administrative experience preferably in a governmental office including office management experience. Other relevant combinations of education and work experience will be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

May exercise direct supervision over lower level secretarial and clerical staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO

Employee's Signature: _____

Date: _____