JOB DESCRIPTION

| **Title** | ADMINISTRATOR |
| --- | --- |
| **Reports To**  | [INSERT TITLE]  |

**Job Purpose**

The Administrator is responsible for the coordination of municipal operations. They are responsible for planning and clerical tasks such as answering phones, filing, and maintaining a clean and welcoming environment.

This position requires excellent time management, organizational, communication, problem-solving, computer, and interpersonal skills. The ideal Administrator is capable of prioritizing tasks and working with minimal supervision.

**Duties and Responsibilities**

* Assist the leadership with administrative activities for employees and outside parties.
* Greet visitors to the office and direct them to the appropriate departments.
* File, deliver mail, answer emails and phone calls, and complete data entry tasks.
* Coordinate schedules and manage calendars for multiple parties to ensure that activities are properly scheduled and that there are no conflicts.
* Make travel arrangements as well as prepare documents, presentation materials, and meeting facilities.
* Enter and update information about the municipality, its employees, and the public.
* Order, store, and distribute office supplies.
* Upkeep, repair, or replace office equipment.
* Manage, review, and optimize office operations to improve accuracy, productivity, and efficiency.
* Provide basic bookkeeping services.
* Additional related duties as required.

**Key Qualifications**

* High school diploma, General Education Degree, or equivalent required.
* Post secondary completion of an office administration course preferred.
* XX years of experience in an office setting is preferred.
* Specific industry experience is preferred.
* Expertise with Microsoft Office applications and phone systems required.

**Core Competencies**

* Multitasking and time management abilities, as well as the capacity to prioritize tasks.
* Excellent written and verbal communication abilities.
* Excellent interpersonal abilities and ability to relate to a variety of people.
* Ability to adjust to changing events in a calm and professional way.

**Working Conditions**

* This position is set in a municipal office environment.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Extended periods of sitting and work on a computer monitor.