



# City of Breezy Point

## Job Description

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<b>Title: Administrative Assistant</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Administration</b>	<b>Position Status: Regular Full-Time</b>
<b>Accountable To: City Administrator /Clerk</b>	
<b>Positions Supervised: None</b>	<b>Revision Date: 08/04/2025</b>

### **Job Summary:**

Under the direction of the City Administrator/Clerk, this position is responsible as primary customer services representative and administrative support for City Hall; responsible for financial assistance, processing and issuing city permits, administrative support work assisting department staff, receiving and processing incoming calls and visitors, and related work as apparent or assigned.

### **Scope of Responsibility**

The Administrative Assistant performs a wide variety of administrative, financial, and clerical duties to support the daily operations and functions of the department and the broader local government. This position serves as a primary point of contact for the public, elected officials, and staff, requiring excellent customer service, organizational skills, and attention to detail.

### **Essential Duties and Responsibilities:**

#### **1. Administrative and Clerical Support**

- a. Responsible for directing calls and greeting visitors and giving timely and informed information to callers and visitors; refers customers to the appropriate department, location, or city staff.
- b. Responsible for opening and closing city offices and operational day-to-day support for City Hall and departments.
- c. Responsible for maintaining the calendar and scheduling events and meetings for city facilities rental.
- d. Assists the Deputy City Clerk in local elections.
- e. Assists in the preparation and distribution of public information.
- f. Assists in planning and coordinating city events.
- g. Responsible for preparing and issuing over the counter permits.
- h. Assist with Cemetery administration.



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- i. Filling in for Deputy Clerk duties at City Council meetings in their absence.
- j. Responsible for maintaining and ordering office supplies and all office supply inventories

### **2. Financial Support**

- a. Responsible for preparing, processing and distributing quarterly utility billing.
  - i. Ensures accuracy of utility billing and maintenance.
  - ii. Monitors past due accounts and follows procedures regarding collection efforts monthly.
- b. Responsible for accounts receivable and assists in accounts payable as needed.
- c. Process customer requests and payments.
- d. Balance cash drawer daily and prepare deposits for bank.

This position will provide additional support and duties as assigned.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school graduation (minimum), with Associates or Bachelor's degree preferred; four-years of related experience in customer service, administrative support, or equivalent must have experience utilizing MS Office Suite; experience in the public sector is desired.

### **Physical Demands & Working Conditions:**

Work is indoors in a normal office environment. Occasional lifting of fifteen pounds or less is required. Requires high attention to detail or deadlines between 60% and 80% of the time. A typical workday involves about 85% of the time sitting and about 80% of the time using a keyboard. Frequently drives to the bank to make deposits and other transactions of City business as required.