

**Open to the Public
As of October 3, 2018**

Administrative Assistant (Part-Time) – Lancaster Office of Promotion (LOOP)

Primary Function

Responsible for the performance of difficult and varied clerical work including maintaining clerical records and office management duties. This role acts as support to the LOOP staff at large.

Salary: \$19.43 per hour

Work Schedule:

- 19 hours/week; Mon/Wed/Fri. – 6 hours daily (7 hours one day)
- **Part-time; No benefits**

Education, Training and Experience

- Graduation from High School or completion of a GED is required.
- At least four (4) years of progressively responsible experience in a business office or comparable environment preferred.

Licenses and Certificates

- Possession of a valid Pennsylvania Driver's License is required.

Comments

- Lifts up to 10 lbs.
- Requires ability to work special events in the evenings, weekends and holidays as needed.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Applications will be accepted until 5:00 p.m. on Tuesday, October 16, 2018.

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title:	Administrative Assistant	Job Code:	6428
Department:	LOOP	FLSA:	Non-Exempt
Job Grade:	30 - AFSCME Bargaining	Effective Date:	12/1971
Reports To:	Department Director	Revision Dates:	10/1992; 4/1995; 6/2010; 2/2017; 1/2018

Primary Function

Responsible for the performance of difficult and varied clerical work including maintaining clerical records and office management duties. This role acts as support to the LOOP staff at large.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Uses word processing programs to prepare correspondence and other materials; independently composes routine correspondence.
- Maintains complex clerical and accounting records;
- Creates a variety of technical or legal papers and documents requiring considerable accuracy.
- Creates and maintains departmental files and filing systems, both in paper and electronically; files and retrieves records and files as needed.
- Prepares special reports and summaries using various computer programs, as assigned.
- Takes and transcribes minutes of official meetings; maintains records properly..
- Prepares and tracks vouchers and related accounting and budget documents; processes purchase orders for payment; contacts vendors regarding purchase orders and invoices.
- Independently meets the public and provides information requiring knowledge of departmental policies and procedures; serves as representative of the Director in context with other employees and the public.
- Screens telephone calls, takes messages, and makes appointments.
- Provides office support to staff and/or in special projects, as assigned.
- Processes departmental timecards; reviews and prepares for management signature; maintains records of employee attendance.
- Assists staff in preparing for meetings; coordinates materials or presentations.
- Assists onsite at LOOP produced special events; helps coordinate event logistics
- Works with various departments within the City to process permits; coordinates park rentals, keys, etc
- Maintains online events calendar.
- Works with all social media channels.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices in an office setting.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook or Lotus Notes) is required.
- Proven ability to interpret, verify, and accurately enter data into a computer database is required.
- Proven ability to maintain confidentiality is required.
- Proven ability to work independently with little direction is required.
- Proven abilities to maintain records, to organize data and to prepare reports are required
- Proven ability to work well under pressure and to maintain positive interactions is required.
- Positive interpersonal skills are required.
- Proven ability to multi-task in a fast-paced environment is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Knowledge of all social media channels
- Knowledge of City and County a must

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Education, Training and Experience

- Graduation from High School or completion of a GED is required.
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Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Indoors, Environmentally Controlled.
- Outdoor, exposed to inclement weather and extreme temperature.

Safety Equipment Used or Needed

- None

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