



# City of Lindsay

JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT - CITY MANAGER

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**Class Title:** ADMINISTRATIVE ASSISTANT – CITY MANAGER  
**Department:** ADMINISTRATION  
**Location:** CITY HALL, 251 E. HONOLULU

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## GENERAL PURPOSE

Performs high level administrative, technical and professional work in directing and supervising the administration of city government.

## SUPERVISION RECEIVED:

Works under the direction of the City Manager.

## SUPERVISION EXERCISED

As directed by the City Manager.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Helps direct and implement special projects, programs and initiatives.

Manages and supervises all personnel matters of the City; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Serves on various community boards and/or committees.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Attends Council meetings and other meetings as directed.

## PERIPHERAL DUTIES

May serve as the head of one or more departments of city government.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

(A) Graduation from an accredited four-year college or university with a related degree; or five years continued experience in like field: or



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(B) Any combination of education and work experience that indicates the ability to perform the functions of the position.

#### Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, animal control and community development;
- (B) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

#### SPECIAL REQUIREMENTS

None

#### TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

#### 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, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 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 moderately quiet.

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.