

# City of South Lyon

Job Title: Administrative Assistant to City Manager and City Clerk	
Department: Administration Department	
Revision Date: January 30, 2017	Fair Labor Standards Act (FLSA):

## Position Overview

This is a part-time hourly non- exempt position and serves in an at-will status as determined by Public Act 349.

Under the direct supervision of the City Manager and the City Clerk this position deals primarily with the administrative duties for executive management. This position performs a variety of general office duties and assists with general customer service in the office and on the phone when time allows.

## Essential Job Functions

- Act as the point of contact between the City Manager and internal/external customers
- Undertake the tasks of receiving calls, take messages and routing correspondence to City Manager
- Assist City Clerk with voter registration, absentee ballot requests and absentee ballot mailings
- Handle requests and queries appropriately
- Take minutes and accurately enter data
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system
- Maintain and update City Website

## Non-essential Job Functions

- Assist with front counter operations to include accepting and inputting property tax, utility bill payments and the issuance of dog licenses
- Assist with planning City sponsored events to include: Citywide clean-up, Citywide garage sales and employee/volunteer appreciation event.

## Requirements

- Excellent organizational and communication skills both oral and written
- Working knowledge of computer software such as word processing, spreadsheet applications
- Must have the ability to operate a computer, calculator, typewriter, fax, copier, postage machine and other office related equipment
- Must possess High School diploma or GED

## Other Skills/Abilities

- Ability to work with little direct supervision
- Ability to maintain good continual relationships with the general public, other City departments, elected officials, contractors and vendors.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as to meet the ongoing needs of the organization.