

**A** **TEMPORARY ADMINISTRATIVE ASSISTANT**  
**TEMA10**



**505280**

Nature of Work: To provide general office support and assistance to Service Area management and coordinate front office/Service Area customer service

- Coordinating the customer service aspect of the Service Area and/or front office.
- Developing customer relationships by listening and understanding the customer (both internal and external), anticipating and providing solutions to customer needs, and giving high priority to customer inquiries and satisfaction.
- Performing administrative duties to assist Service Area management such as scheduling meetings, facilities and service events, composing and distributing correspondence and preparing a variety of documents.
- Providing general front office support including answering telephones, preparing and receiving correspondence, distributing correspondence in a timely manner, maintaining contact information and coordinating work with fellow employees.
- Operating a personal computer, calculator and other standard office equipment, organizing and sorting information in a variety of forms.
- Maintaining physical and electronic documents and records according to specified procedures/systems, physical copies and electronic back-ups of documents and records and managing specified document retention schedule.
- Entering data in physical or electronic records according to specified procedures/systems. Organizing data in a variety of ways to answer questions and create reports in support of management decisions.
- Answering questions and performing basic functions related to one or more municipal programs or processes.
- Supporting others in the use and maintenance of designated hardware and software, troubleshooting problems and correcting system issues.

Related Work:

- Providing services in all areas of expense and revenue processing, tracking and reporting. Keeping office technology programs current and within City policy.
- Acquiring advanced knowledge of software applications and the ability to troubleshoot, maintain and expand system functionality.
- Board organization and support, including attending meetings, creating packets and taking minutes.
- Performing related work as assigned

Required Qualifications: Knowledge of standard office procedures, basic office software applications (e.g. Microsoft Office, Word, Excel, Outlook), basic mathematics. The skills

and abilities to: communicate tactfully and positively with the public and employees, problem solve, use and understand office information technology, coordinate multiple duties, type and create/edit spreadsheets. Must have a high school diploma or GED equivalent, 1-2 years of office experience/customer service or related field.

#### Physical Requirements:

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

\*HR Review – AW, EAJ 2/8/2022; Legal Review – MR 2/8/2022

#### Safety Unit Track:

Nature of Work: To provide general office support and assistance to the City of Ann Arbor Safety Manager and Safety Unit in the coordination, implementation, and support of the occupational safety and health programs and projects.

#### Essential Duties:

- Assist with and support safety and initiatives.
- Support safety and health training objectives and recordkeeping.
- Maintain and update records and databases related to the safety program and write reports as necessary.
- Assist with the identification of safety and health goals and objectives and provide support for the development of corrective action processes.
- Assist in accounting functions for the department.
- Coordinate, attend, and participate in safety meetings.
- Schedule and coordinate meetings, unit events and other activities, including the recording of meeting minutes, when applicable.
- Establish and manage administrative calendars, deadlines, and procedures.
- Define, plan, execute, and coordinate administrative projects based on unit directives, City policy and applicable State and Federal laws within a specified time frame.
- Perform other related duties as assigned.

Required Qualifications:

- High School diploma or GED Equivalent
- At least 1 year of office experience/customer service or related field
- Strong writing and editing skills required
- Must be able to maintain confidentiality and accuracy
- Demonstrate outstanding customer service. Communicate tactfully and positively with the public and employees
- Ability to coordinate multiple projects and meet critical deadlines in a timely and accurate manner
- Must be organized and schedule work effectively while working under limited supervision
- Demonstrate strong interpersonal skills
- Must have experience working with computers and software applications used in business settings (e.g., MS Office Suite, Excel, PowerPoint, and Access)
- If hired, candidate is required to be fully vaccinated against Covid-19 no later than their start date or have a City of Ann Arbor approved medical/religious exemption.

Work Schedule:

Position is a full-time position but may consider a part-time schedule as well. This position can be a hybrid position that will allow a mix of working in the office and telecommuting. Length of the position is six months.

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\*Job description created by Doug Forsyth 6/21/2022; HR Review – AW, EAJ 6/21/2022