



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Electric Administrative Assistant

Under the supervision of the Electric Superintendent, provides clerical and administrative support to the Electric Superintendent and department staff. Compiles and creates reports, correspondence, establishes office filing and record-keeping systems and performs related clerical and administrative functions.

Essential Functions

Provides clerical and administrative support for the Electric Superintendent and other senior administrative staff of the department. * Verifies accounts payable. * Enter data and maintains the Work Order system, inventory, equipment and assist the Stock clerk. * Processes phone calls received for the department, including working with power outages and emergency situations. * Processes payroll for the department. * Achieves proficiency in computer software programs. * Greets and assists citizens and other visitors. * Schedules appointments for meetings and coordinates refreshments as necessary. * Establishes and maintains filing systems for special projects, office correspondence, staff meetings, and other operations as assigned. * Orders office supplies and materials, as needed for the office and departmental needs. * Uses the purchase order system as required. * Reviews incoming correspondence and determines proper department or individual for referral. * Performs other support tasks such as maintaining schedules, making copies, sending faxes, and coordinating safety meetings as required by the City and state & federal regulations.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education/Experience: High School graduate with Associate Degree in office management or business administration preferred. Three years of progressively more responsible clerical training and administrative prior experience.

Other Requirements

Should have knowledge and ability to use office equipment such as the telephone, computer, calculator, fax, and reference materials, various software packages in, as well a good understanding and ability to use a variety of software systems. Must have experience with Microsoft products including Excel and Word. * Work requires continual attention to detail in composing, and proofing materials, establishing priorities and meeting deadlines. Possess initiative and composure to work in a fast paced environment with demonstrated ability to prioritize multiple competing tasks and demands. * Must have the ability to perform basic math skills and to calculate simple to complex factors as required. * Ability to recognize need for and maintain confidentiality of appropriate information. * Ability to communicate effectively and diplomatically with, department managers, employees, and the public. Must provide excellent customer service, internal and external, at all times. Individual will demonstrate the ability to resolve customer problems or concerns in a timely manner. * Must be mature, dependable, conscientious, well organized and apply (cont.)

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

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conscientious, well organized and apply common sense. * Must be able to interact and communicate with diverse citizens and individuals at all levels of the organization and community. Approach directives and goals with enthusiasm and commitment to tasks.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Requires prolonged standing or sitting. Requires frequent bending, stooping or stretching. May require lifting up to 50 pounds. Requires eye-hand coordination and manual dexterity. Work is performed in an office environment. Requires the use of office equipment, such as computer, calculator, telephone, fax, copier, dictaphone, etc. Requires corrected vision and hearing to normal ranges. Requires working under stressful conditions and sometimes working irregular hours.

Working Conditions

Work performed in office conditions. They may experience communication with a variety of internal and external sources under favorable and unfavorable conditions. Employee may experience sustained moder-