



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Public Services—Administrative Assistant

Under the supervision of the Department of Public Services Director, provides clerical and administrative support to the department and staff.

Essential Functions: * Provides support which may be of a sensitive nature. * Exercises tact, judgment, initiative, and extensive knowledge of the City in determining action of trouble calls and dispatching to proper departments. * Verifies and processes accounts payable invoices. * Maintains the Work Order, Inventory and Equipment systems. * Assist the Stock clerk when needed. * Provides customer service greeting citizens, reviewing emails, and phone calls including correspondence, public relations, reports, and working in emergency situations. * Maintains payroll time monitoring, schedules, hours worked, PTO request, and submitting for pay processing. * Achieves proficiency in computer software programs that apply to the City's administrative functions by completing a wide range of computer tasks requiring data entry, word processing, spreadsheets, access and other computer programs. * Establishes and maintains filing systems, office correspondence, and staff meetings. * Schedules Miss Dig calls, work schedules, reports, and coordinates safety meetings as required by city, state & federal regulations. * Other functions as required.

Employment Qualifications: **Education:** High school diploma or equivalent with Associate's Degree in office management or business administration preferred. Prefer advanced coursework or experience with data entry, payroll time keeping software, and Microsoft Office products, such as Outlook, Word, Excel and Access. **Experience:** At least two or more year's experience in an office environment with advanced customer service skills in dealing with the public. Experience with trucking industry regulations preferred.

FLSA Status: Non-exempt *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.]* * Work is performed in an office environment requiring prolonged standing and/or sitting with frequent bending, stooping, stretching and ability to climb stairs. * Requires ability to multitask and use office equipment using attention to detail & **confidentiality**. * Ability to access, lift, and carry departmental files and materials weighing up to 25 pounds. * Ability to enter and retrieve information from computer and perform office math skills * Must have ability to follow complex oral & written instructions * Ability to communicate effectively and diplomatically with department managers, employees, and the public * Requires corrected vision and hearing to normal range, eye-hand coordination, and manual dexterity * Requires working under stressful conditions and sometimes irregular hours.

Working Conditions: * Works in Office conditions under sometimes high periods of activity with multiple tasks. The employee is expected maintain an appearance and demeanor that demonstrates the professionalism of the City and the employee's commitment to public service while keeping with the image of a professional organization.

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

The City of Sturgis is an Equal Opportunity Employer.