



City of  
**BUNKER HILL VILLAGE**

**JOB TITLE AND SUMMARY: ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR**

This position assists the City Administrator in the handling of complex, multi-dimensional projects, processes, and issues requiring independent judgment. This is accomplished by assisting in the development and distribution of city publications, including the Council agenda/packet, City bi-monthly newsletter, website content, public information requests, and other reports/correspondence. The position will provide general research on various issues, project initiatives, and general organizational and management responsibilities.

This is a "hands on" position, and the successful candidate must be able to work independently and cooperate in a small office setting; be self-motivated; have an appreciation for accuracy, customer service, and detail.

<b>ESSENTIAL DUTIES</b>
Draft documents for the City Administrator, City Council, or other City staff, including, but not limited to, meeting agendas, and agenda requests, bi-monthly newsletter, presentation materials, web content, and correspondence.
Conduct independent research, compile and summarize information on designated topics and, prepare and disseminate documents related to such topics; develop meaningful presentations and recommendations.
Assists with the City's website publication uploads, manage web calendar, and monitor and track citizen web inquiries.
Assist with other Commissions, Boards, and Committees, preparing for meetings, agendas, and packets, and providing ongoing support.
Provides various clerical and administrative duties.
Attends City Council meetings and other Board meetings as required.
Attend and participate in professional group meetings; stay abreast of new trends and innovations in various fields associated with the provision of City services.
Performs other duties as assigned.
<b>GENERAL</b>
Maintains a high degree of professionalism and confidentiality when dealing with high-level contracts, attorney-client privilege information, and exposure to sensitive information.
Interacts in a professional and respectful manner with City staff, officials, other agencies, and the public.
High level of customer service with a proactive approach through the use of tact and diplomacy as a steward of the City.

Ability to communicate effectively orally and in writing; to establish and maintain effective working relationships with subordinates, peers, and supervisors; to exercise sound judgment in evaluating situations and in making decisions; and to follow verbal and written instructions.
Responsible for all prescribed safety rules and regulations. Maintains the absolute confidentiality of all records and information while still complying with the Texas Public Information Act.
Knowledge of applicable federal, state, and municipal laws and procedures. Able to provide information and organize material in compliance with laws, regulations, and policies; meets the public, understands citizens' questions, and provides applicable information.
Work independently in the absence of supervision.
Reports to work free from the effects of drugs/controlled substances and/or alcohol and free from the impairment due to prescription drugs.
Is punctual and maintains regular attendance.
The City reserves the right to require an employee in this position to work outside of normal hours, including during emergencies. In the event of an emergency and/or a required evacuation, employee may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public, including services or duties different from those performed in the normal course and scope of the position. Compensation during emergencies is outlined in the City's Personnel Policy.
<b>EDUCATION/EXPERIENCE AND SKILLS</b>
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. Demonstration of qualifying experience would include but not limited to enrollment in an accredited college or university, preferable course work in Public Administration, Business, or related field. Preferred completion of Bachelor's degree and enrollment in a Masters of Public Administration Program preferred.
Customer service/communications (internal and external), file organization and management; computer skills including Microsoft Office, report and letter preparation, and decision making within scope of responsibility.
Experience working in a customer relations environment preferred.
Texas Class C Driver's License required.
<b>COMPENSATION</b>
Hourly Rate: \$18.00-\$20.00 -Depending on experience
This is a part-time position and does not include benefits.
The work schedule will be set to accommodate mutual needs; City Council Meetings are on the third Tuesday of each month.