



**CITY OF FOWLER  
ADMINISTRATIVE ASSISTANT**

**CURRENT VACANCY**

A current vacancy assists to serve as administrative support to the Community Development Department and the Finance Department. The incumbent will:

Serve as the primary public point of contact for all Community Development Functions such as code enforcement, building permits, site plan reviews, business licenses, and conditional use permits.

Provide staff support to the Planning Commission and Recreation Commission including preparation and distribution of agendas and minutes in compliance with the Brown Act.

Provide general administrative support to the Finance Director and Community Development Director.

May serve as secondary support to the Accounting Technician and Account Clerk.

**DEFINITION**

Under general supervision, perform a variety of varied and complex administrative and analytical duties.

**EXAMPLES OF DUTIES**

Perform day-to-day professional administrative and analytical duties in support of the Planning, Finance, and other general administrative functions.

Confirms appointments, composes correspondence, communicates with officials of other agencies to receive and transmit information.

Prepares written and financial reports, correspondence, and presentations.

Prepares, reviews, and supports the administration of departmental budgets within established policies and procedures.

The incumbent has considerable independence in selecting work methods. Instructions given by supervisor generally do not provide all the information needed to complete the assignment.

Responds to public queries about general information, policies, and the status of projects.

Resolve problems confronted through the application of judgment and precedent.

Exercises considerable judgement in disseminating information, making referrals to the appropriate authority.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation.

General statistical and mathematical principles and practices.

Principles and practices of collecting and analyzing data and information.

#### **Skills to:**

Operate office equipment including a computer, copy machine, calculator, and a variety of software and systems.

Establish, organize, and maintain indexes and files. Receive, log, and file document and payment submissions. Calculate appropriate payment and fees for various activities.

Collect, compile, and analyze data in order to determine needs, develop solutions, and provide recommendations.

Prepare reports, presentations, and business correspondence.

#### **Ability To:**

Perform complex secretarial, clerical and administrative detail work involving independent judgement requiring thorough knowledge of City functions and policies.

Research and analyze data and information to produce accurate work deliverables.

Work in a fast-paced environment with competing and changing priorities.

Read and interpret specific rules, laws, codes, and policies and apply them with good judgment in a variety of procedural situations.

Maintain the confidentiality of privileged information.

Understand and carry out oral and written instructions.

Perform accurate mathematical computations and accurate data entry.

Establish and maintain positive working relationships with city management and staff, representatives of community organizations, state/local agencies and associations, and the public.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

#### **Physical Abilities:**

To successfully perform the duties of this position, the primary functions require sufficient hand and finger dexterity to type on a typewriter or computer keyboard for extended periods of time and/or intermittently; sufficient hand and finger dexterity to operate computers, copiers, fax machines, and other standard office equipment; sufficient physical ability to sit for prolonged periods of time; sufficient physical ability to stand for prolonged periods of time; sufficient ability to stand and sit intermittently. Occasionally lift and/or move up to 35 pounds.

#### **Vision and Hearing:**

To successfully perform the duties of this position, the incumbent needs to be able to see in the normal visual range with or without correction and to have sufficient vision to read computer screens and printed documents. To successfully perform the duties of this position, the incumbent needs to hear in the normal audio range with or without correction.

#### **Environment:**

The work environment is a standard office environment, with exposure to computer equipment, copiers, fax machines, and other standard office equipment.

### **LICENSE REQUIRED**

Possession of valid California Driver's License.