**City of Hillsdale**

**Job Description**

**Job Title: Administrative Assistant for Department of Public Services**

**Department: Public Services**

**Job Classification: Regular Full-time**

**Brief Summary of Position:**

The Administrative Assistant is a self-starter with a strong ability to multi-task, communicate, and organize all responsibilities to provide services to the City of Hillsdale.

**Essential Functions:**

* Answer phones and respond to questions and complaints
* Schedule and compile all reports for State Trunkline Maintenance, Forestry, inventory, permits, parks, cemeteries, billings and purchasing of goods and services
* Prepare monthly, quarterly, and annual reports
* Assist in yearly budget preparation
* Maintain and update computer records for various departments
* Answer radio calls and dispatch street department employees as required

**Education and Experience:**

* High school diploma or equivalent, preferably some college
* A minimum of two year’s experience in Customer Services or as Administrative Assistant experience
* Excellent written and oral communication skills

***Equal Employment Opportunity Policy***

*It is the policy of The City of Hillsdale not to discriminate against any applicant for* ***employment****, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status*