



## Class Description

**Class Title: Administrative Assistant (Special Events)**

**FLSA status: NON- EXEMPT**

**Department: Recreation and Civic Engagement**

### **Salary Range and Benefits**

Salary Range \$40,312 - \$53,414 annually, salary is negotiable depending on qualifications and experience. The Town of Dumfries offers a full range of employee benefits, including enrollment in healthcare and retirement plans.

### **General Description**

The purpose of this job within the organization is to perform a variety of responsible professional administrative work and special events support functions to the department director and staff. Public contact may be frequent and is an important part of the job.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.**

### **Essential Functions:**

Provide skilled clerical and specialized administrative support for department director and staff. Drafts and/or type materials, memoranda, correspondence, reports, agreements, presentations, overheads, manuals, forms, and other documents. Assist in the preparation of event promotional materials.

Responsible for proofreading and checking typed and other materials for accuracy, completeness, and compliance with Town standards, policy, and procedures while also ensuring that materials, reports, and documents for signature are accurate and complete.

Perform program and event logistics. Assists in the set-up and close-down of all Town special events to include moving chairs, tables, and other light equipment. Provide customer support, to include providing specialized program information.

Maintain filing systems; schedule meetings and events; data entry and spreadsheet maintenance; process purchasing transactions. Collect fees, prepare receipts, complete routine deposit forms, and perform other related monetary functions.

Preparing presentations that may include maps, graphs, and charts; and ordering and maintaining supplies.



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This position is expected to use all Microsoft Office Suite software in a highly efficient manner in order to schedule meetings and prepare correspondence and reports for the department director using Microsoft Office applications (Power point, Excel, Word).

Responds to routine and sensitive complaints and requests for information on the phone and in person or refers inquiries to departmental staff as appropriate; may interpret Town policies and procedures as appropriate.

Maintains inventory and orders necessary equipment, materials and supplies for the office.

Performs related work as assigned.

### **Minimum Education and Experience Requirements:**

Requires a High School diploma or equivalent.

Requires five years of experience increasing responsible office assistant experience which involved administrative responsibilities of difficult complexity and contact with the public, preferably to include office assistant support for senior/executive management; or an equivalent combination of training and experience (as approved by the Town Manager) may be used to meet the minimum qualifications of the position.

Requires intermediate skill level in Microsoft Office applications (Power point, Excel, Word, Outlook) and other office applications (Adobe, Publisher, etc)

### **Special Certifications and Licenses:**

None

### **Americans with Disabilities Act Compliance**

The Town of Dumfries is an Equal Opportunity Employer. ADA requires the Town of Dumfries to provide adequate accommodation for qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Physical Requirements and Working Environment**

Due to the nature of work assignments, employees must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint.

The essential duties of this classification may require the ability to regularly talk, hear, see, and perform repetitive motions; frequently reach and finger; and occasionally climb, balance, stoop, kneel, crouch, crawl, reach, stand, push, pull, lift, walk, grasp, and feel.



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This classification requires physical exertion up to 15 pounds of force occasionally, and a negligible amount of force to move objects such as chairs, tables, filing boxes and paper.

### **APPLICANTS MUST COMPLETE AN EMPLOYMENT APPLICATION**

**LINK PROVIDED:** [Microsoft Word - Dumfries Employment Application \(revize.com\)](#)

### **INQUIRIES REGARDING THIS POSTING**

Please forward inquiries to [employment@dumfriesva.gov](mailto:employment@dumfriesva.gov)