



## *Position Advertisement*

*March 5, 2010*

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<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Department:</b>	<b>Mayor's Office</b>
<b>Hours:</b>	<b>40 hours; FT w/ benefits</b>	<b>Closing Date:</b>	<b>March 19, 2010</b>

### **Job Summary:**

This position works under Mayor.

### **Essential Job Functions:**

- Ability to communicate effectively both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- The ability to use departmental equipment including, but not limited to, communications, Dictaphone, computer, fax machine, copy machine, and calculator.
- Ability to work well with others.

### **Duties & Responsibilities:**

- Perform administrative duties for Mayor.
- Assists in procurement of departmental supplies.
- Assists Human Resource or Finance Directors as needed.
- Assist in creating and developing city improvement projects
- Work cooperatively with each department head.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **MINIMUM QUALIFICATIONS:**

- Applicant must possess a Associates Degree and five years related experience.
- Ability to type 45 words per minute.
- Ten key capability.
- Ability to use all Microsoft programs including Word, Excel and Powerpoint.
- Must possess a professional and friendly attitude and be able to communicate effectively with the public and other departments.

All interested applicants may apply at the City's Official Web Site [www.russellvillearkansas.org](http://www.russellvillearkansas.org); or submit resume to City Hall, 210 N Shamrock blvd., Russellville, AR 72801, e-mail [jerrold.mckaughan@russellvillearkansas.org](mailto:jerrold.mckaughan@russellvillearkansas.org) or fax to 479-968-8050.