



## **ADMINISTRATIVE ASSISTANT- FIRE DEPARTMENT-\$50K**

Sid Simone, Inc is hiring for a municipality in Michigan. The role is a Full-Time Administrative Assistant that will report to the City Manager. Experience with local government, serving in a similar administrative capacity, and extensive use of Microsoft Suite is required. This is a direct-hire position through the municipality.

### **THE OPPORTUNITY**

This position will perform varied and confidential technical, administrative, and secretarial duties in support of the City Manager (CM). Confidential information could include City finances, emergency reports, federal hearings, and personnel records. This position coordinates and participates in projects with other County departments, and outside agencies, and works with the public to resolve issues and concerns; provides information or directs questions and requests to appropriate departments.

The selected incumbent will have the opportunity to:

- Provide frequent and daily administrative support to the City Manager, by anticipating needs, and executing tasks in advance of the need
- Management of CM schedule in Outlook and Google Calendar of operations; schedule and/or coordinate meetings, seminars, conferences, and training sessions for department staff, as well as act as a meeting secretary.
- Screen calls, visitors, and incoming emails while providing accurate information and resolving complaints by phone, in person, or by email to ensure an understanding, judgment, and the interpretation and application of department policies and procedures to residents
- Listen to questions, and interpret and apply regulations, policies, procedures, systems, rules, and precedents according to existing guidelines.
- Recommend improvements in workflow and use of equipment and forms.
- Collect and compile material for review and analysis using Excel, PowerPoint, and Publisher to provide recommendations for changes in programs, policies, or procedures to improve efficiency and cost effectiveness of operations.
- Compose, type, edit, and proofread a variety of documents, including agendas; forms; memos; and administrative, statistical, and financial data; prepare and assemble special reports, manuals, articles, contracts and agreements, announcements, and other informational material.



- Provide administrative support in developing and monitoring assigned budgets, including processing expense claims, invoices, and purchase orders.
- Communicate with officials and staff of other departments and agencies to obtain and relay information and to coordinate activities
- Contribute to positive work culture

### **Skills and Technology**

- 5 years of experience; local municipality highly preferred
- Associate's Degree required
- Microsoft Suite and Outlook required
- Experience creating calculations, forms, and queries in Excel required

### **Compensation, Benefits, Working Hours**

- Health insurance, 2 weeks of PTO vacation, personal/sick days
- The City Hall is open Monday-Thursday 8am-6:30pm, however working hours for this role will be as-needed per the City Manager's directive

### **ABOUT THE MUNICIPALITY**

This urban City is home to fewer than 25,000 residents and situated along the West shores of Lake Michigan. Your drive is 10 minutes or less to a lake, river, or a beach. With a strong pride in community and local high school sports, this City is home to 1 high school, 1 middle-school, and 4 elementary schools, equipped with full-service City Hall, 24/7 Police and Fire Station, and a seasonal farmer's and flea market. In the adjacent city you can attend semi-professional basketball, football, baseball and hockey games. All year, you can indulge in the essence of all 4 seasons with their distinctive aromas, indoor and outdoor activities, and festivities. The City is remedying years of real-estate inflicted poverty, and an increase in petty crime. In order to address disorganization in local government, the City is upgrading technology, implementing budgeting protocols, restructuring departments and launching new police initiatives. This is a unique opportunity to join the ground-floor of the reorganization by setting the new status-quo.

### **ABOUT THE COMPANY**

Sid Simone, Inc is a national recruitment placement agency. The company supplies promotional staffing and direct-hire placements for full and part-time positions in the



United States. The owner is recognized as Staffing Industry Analysts Top Millennials.  
More information: <http://www.sidsimoneinc.com>