

Job Description: **Administrative Assistant**

**Position Type:**

Full-Time (37.5 Hours Per Week) with Full Benefits

**Salary:**

\$40,000.00 to \$56,000 Annually (\$20.51 - \$27.31 Per Hour)

**Work Hours:**

Monday to Friday, 8:00 am to 4:00 pm

**FLSA Status:**

Hourly (Non-Exempt)

**Job Summary**

Under general supervision, the Administrative Assistant carries out a variety of administrative duties in support of the Mayor, Town Administrator, and other members of town staff. The Administrative Assistant serves as the initial point of contact for the general public and responds to various types of inquiries, complaints, and requests for service. The Administrative Assistant also assists with the administration and enforcement of the town's business license and short-term rental regulations. The Administrative Assistant reports to the Town Administrator.

**Minimum Training & Experience**

- A minimum of an associate degree is required; a bachelor's degree is preferred.
- A minimum of three years' experience in responsible administrative, secretarial, or customer service work is required. Prior government experience, specifically, municipal government experience, is preferred. Experience working in a coastal community is also a plus.
- Proficiency in Microsoft Office Suite is required, including Word, Excel, Outlook and PowerPoint.
- Must possess a valid South Carolina Drivers' License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently and able work independently and as part of a team.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

**Desirable Knowledge, Skills and Abilities**

- Excellent written and oral communications skills; clear and concise communicator whether with individual members of Town staff, Town Council, or community organizations or with groups including members of the public.
- Considerable knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Ability to take initiative to fulfill duties under limited supervision.

- Ability to maintain office records and to prepare accurate reports.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to a supervisor.
- Ability to perform research and present findings in a clear, concise, and effective manner.

**Duties Include, But Are Not Limited To:**

- Serves as the initial point of contact for the general public, including residents, property owners, visitors, businesses, and contractors.
- Answers, screens, and directs incoming calls and e-mails to appropriate departments and/or town staff members; documents and distributes telephone and e-mail messages.
- Greets and assists office visitors; directs visitors to appropriate departments and/or town staff members as required.
- Responds to various types of inquiries, complaints, and requests for service; provides information regarding town operations, services, programs, projects, and policies.
- Provides administrative support and assistance to the Mayor, Town Administrator and other town staff members as required.
- Schedules and coordinates meetings, appointments, events, and activities; organizes travel reservations for conferences and workshops; updates and maintains meeting and event calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, schedules, forms, purchase orders, invoices, and other types of documentation.
- Assists with the issuance of business licenses and building permits;
- Assists with the administration and enforcement of the town's Short-Term Rental (STR) ordinance.
- Assists with the preparation of agendas, minutes and staff reports for meetings of Seabrook Island Town Council and various town boards, commissions, and committees.
- Assists with scanning, updating, archiving, and maintaining town records, filing systems and databases, consistent with the SC Freedom of Information Act (FOIA) and the SC Department of Archives and History's General Records Retention Schedules.
- Assists with processing and responding to requests for public records filed under the FOIA.
- Assists with the creation of content for presentations and publications, as well as the town's website and social media platforms; may assist with posting of content and management of the town's website and social media platforms.
- Assists with the preparation of grant applications and proposals; provides assistance in administering grant projects, including document collection, verification and reporting.
- Responsible for ensuring adequate stocks of office supplies and equipment; orders office supplies and equipment when necessary; schedules and coordinates maintenance and repair of office equipment when necessary.
- May fill in for, and perform the functions of, the STR Compliance Manager due to temporary illness or absence.
- Performs other related duties as assigned or required to meet organizational needs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Position Individual Requirements**

- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.
- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the general public and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.***

***It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.***