

- Assists in preparation of project manuals for capital projects and responsible for Public Notice of these projects
- Responsible for scheduling meetings for both the Town Manager and Director of Public Works
- Send out projects for bid/qualifications and project tracking
- Maintains portions of the Town's website

Qualifications:

- High school diploma or GED is required
- Three years experience in an administrative assistant position or closely related field is preferred
- Must have extensive computer and software skills. Must have excellent Microsoft Office (Word, Excel, PowerPoint) skills, as well as Internet research abilities.
- Standard office administration practices are required, strong communication skills are essential with the ability to effectively communicate and interact with all levels of personnel, clientele and visitors of the Town of Monument.
- Ability to handle telephone calls and walk-ins in a courteous and professional manner, with a variety of people and temperaments in potentially stressful/high volume situations.
- Working under pressure and meeting deadlines is critical
- Grant writing experience preferred
- Requires initiative and exercising of sound independent judgment within areas of responsibility; aptitude to interpret, apply, explain and reach sound decisions in accordance with policies and procedures; organizational skills sufficient to maintain technical and specialized files; capacity to communicate clearly and effectively both orally and in writing; ability to understand and follow written and oral instructions from Town Staff; ability to prepare clear, accurate and concise records and reports; ability to use tact and discretion in dealing with sensitive situations and concerned people and customers.

Physical Demands:

While performing the duties of this job, the Administrative Assistant is regularly required to sit, walk, and stand; use hands repetitively, handle and operate standard office equipment and lift up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job.