

**CITY OF MARQUETTE**  
**Job Description**

**POSITION TITLE:** Administrative Assistant – Marquette Senior Center

**REPORTS TO:** Senior Services Manager

**EFFECTIVE DATE:** May 28, 2020

**JOB CLASSIFICATION:** Part-Time / Non-Exempt

**POSITION SUMMARY**

Working under the supervision of the Senior Services Manager, this position performs a variety of duties and responsibilities in support of Senior Center activities. Serves as office clerical support and receptionist for the Marquette Senior Center. Greets and assists visitors to the Center and responds to a variety of inquiries from outside agencies and the community. This position will support the overall success of social programs, assist in program promotion and day-to-day operations of the Senior Center and requires a high level of confidentiality.

**SUPERVISION RECEIVED:**

Work assignments are made by the Senior Services Manager. Additional assignments may be made by the Social Work Coordinator in relation to the Homemaking Program. Supervisor makes work assignments, advises on unusual work situations, and checks projects in progress and/or upon completion. This employee performs work with considerable independence according to established procedures and practices.

**ESSENTIAL DUTIES**

The employee in this position performs a wide variety of clerical support tasks including, but not limited to, the following:

Serves as the Center's receptionist. Answers multiple phone lines and responds to caller's questions or directs the call to the appropriate party.

- Answers multiple phone lines and responds to questions or directs callers to appropriate party.
- Greets visitors; responds to questions, provides information, documents, and instruction or refers more complex inquiries to proper personnel.
- Working closely with the Arts and Senior Services Coordinator and Senior Services Manager, assists in day-to-day activities in the Senior Center and other areas used for senior programs and activities, including room scheduling and setup.
- Helps to develop the monthly Senior Center newsletter.
- Assists the Social Work Coordinator in various Homemaking Program office duties.
- Creates and revises forms, documents and reports digitally using a computer.

- Maintains an inventory of supplies needed for social activities and office work. Informs the Senior Services Manager when supplies are running low and purchases supplies when needed.
- Rotates seasonal decorations throughout the Center. Keeps bulletin boards, flyers and brochures updated and prepares refreshments for special activities as needed.
- Other duties as assigned.

### **MATERIALS AND EQUIPMENT USED**

Ability to use a computer and standard office software programs including Microsoft Word and Excel as well as multi-line telephone system and photocopier.

### **POSITION QUALIFICATIONS**

- High school diploma or equivalent is required. Post high school, vocational, or specialized training in office administration preferred.
- A minimum of six months' clerical experience required.
- Ability to type 50 words per minute or more required.
- Ability to follow both oral and written instructions.
- Excellent customer service skills and communication skills.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain positive working relationships with supervisors, co-workers, and the general public.
- Knowledge of common office practices and equipment.
- Skill in use of computers, printers, and word processing software such as Microsoft Word, Excel, PowerPoint, and Publisher
- Ability to maintain absolute confidentiality when processing legally sensitive or proscribed information and records.
- Organized and efficient. Able to work with minimum errors.
- Proficient in filing alphabetically and numerically.

### **PHYSICAL DEMANDS**

- Lifting 30 lbs maximum with frequent lifting and/or carrying of objects weighing up to 20 lbs.
- Occasional standing, walking, sitting and driving.
- Must be capable of using hands/feet for repetitive single grasping, fine manipulation.
- Occasional bending, twisting, squatting, climbing and reaching.
- Ability to communicate orally in a clear manner.
- Ability to work with interruptions.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light

conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

  
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Director of Community Services

May 29, 2020  
Date

  
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Director of Administrative Services

5-29-20  
Date