



Administrative Assistant

JOB INFORMATION

Job Title:	Event Specialist/Administrative Assistant
Reports to:	City Recorder/Treasurer
Job Level:	Staff
Department:	Administration
Salary Grade:	Hourly: 10-15 hours per week Wage Range: \$18.00-\$22.00

JOB SUMMARY

The primary responsibilities of this position are the management of City facility reservations, lending support to the City's administrative team by performing a variety of routine to complex office duties such as assisting the public both in person and on the phone, assisting with utility billing, accepting of payments, rodeo ticket sales, preparing documents, reports, minutes, maintaining files, records and other duties as assigned.

Essential Functions

<i>Essential Functions</i>	<i>% TIME</i>
Managing Reservations for Oakley Facilities & Events.	
Coordinating with Public Works Staff on all Facility Programs.	
Work with renters/event producers both pre and post event to ensure positive experiences for participants, spectators, and community at large.	
Work with the City Recorder/Treasurer on administrative projects such as utility billings, records management, rodeo ticket sales, financial reports and other administrative duties.	
Work with administrative staff and committees on special activities, town halls, appreciation, and the annual Independence Day Celebration.	
Update City Website and Social Media Pages	
Reception/Customer Service – manage phone and walk-in traffic.	
Other duties as assigned.	

If interested, please forward a resume' to Oakley@oakleycity.com. This position will remain open until filled. For questions, please call the Oakley City Offices at 435.783-5734