

Class Title: Administrative Specialist  
Designation: Non-Exempt  
Department: Administration



### Position Overview

The Administrative Specialist is responsible for executing and handling all administrative duties, functions, and projects as designated by the City Clerk and Business Manager. The Administrative Specialist will provide support in the areas of records retention, surplus of City assets, City meetings (e.g., City Council, Ketchum Urban Renewal Agency), City procurement, elections, support of internal City operations, and special projects. Close coordination with the City Clerk, the Administrative team, other City Departments, to orchestrate day-to-day City business and address and solve Ketchum citizen requests.

### Essential Functions

- Works with the City Clerk to manage the public meeting process for the City Council and other City boards and commissions, including creation of meeting agendas, announcements, and packets;
- Coordinates with the City Clerk the set-up and administration of meeting rooms and related information technology for public meetings;
- Organizes and assists in maintaining and distributing all official records of the City in both paper and electronic forms;
- Organizes and Assists in the management of all official documents of the City (retention and destruction) including resolutions, ordinances, and contracts, etc.;
- Assists and promotes with the City Clerk the administration and organization of key City functions;
- Performs under the direction of the City Clerk certain elections functions as prescribed by Idaho Code and Ketchum Municipal Code;
- Aids City Clerk in management of City asset and lead risk management functions;
- Communicates with and backs other staff in management and in-take of public comment and visitors through the front desk of City Hall and electronically;
- Supports Business Manager with existing procurement/contract management process and future process improvements;
- Supports Business Manager with tasks and assignments related to Community Service Officers Oversees Community Service Officers who serve to enforce both parking and non-emergency city code;
- Organizes and backs process to manage existing vehicles/major equipment and future replacement needs;
- Collaborates and organizes with Business Manager for all risk management/insurance activities in coordination with Idaho Counties Risk Management Program (ICRMP);

- Contributes and works closely with City Clerk and Business Manager on citywide efforts to identify and implement business process optimization opportunities;
- Aids with strategic miscellaneous financial and human resource projects;
- Communicates, facilitates, and coordinates with the Business Manager on the development of City intranet;
- Staffs Front Desk at City Hall for team coverage;
- Receives cross training to back up other team members when on vacation;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### Qualifications

- Ability to read and interpret state and city codes and apply them to diverse and complex situations in coordination with the City Clerk;
- Familiarity with office information technology systems and ability to learn and master specialized programs;
- Superior attention to detail and organizational skills;
- Ability to deal effectively with people of diverse backgrounds and perspectives both in-person, on the phone and in writing;
- Ability to express ideas orally, and in writing in a clear, concise manner and to follow oral instructions;
- Ability to act appropriately in stressful situations while dealing effectively and maintaining composure;
- Ability to read and write and perform basic math;
- Proven experience in business administration and business processes;
- Prior industry experience and up-to-date knowledge of relevant trends, preferred;
- Proficiency in Microsoft Office Suite products;
- Excels at process improvement and proactive communication.

#### Acceptable Experience and Training

- Two to five (2-5) years' administrative office experience supporting high-level functions in a professional manner;
- Bachelor's degree in business, management, or related field, preferred.

#### Licenses and Other Requirements

- Applicants must be able to pass a background check and drug testing;
- Idaho driver's license.

#### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;

- While performing the duties of this job the employee will occasionally need to lift, carry, push, or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing, and walking;
- The physical effort characteristics and working environment 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.