

****Job Posting: Administrative Assistant to City Manager****

City of Cochran

The City of Cochran is seeking a detail-oriented and efficient Administrative Assistant to support our City Manager. This position plays a vital role in the smooth operation of city administration and various community development initiatives.

****Position Summary:****

The Administrative Assistant will work directly under the supervision of the City Manager, providing crucial support in areas such as community development, grants research and coordination, budget preparation, and meeting preparation.

****Detailed Job Description:****

1. Administrative Support:

- Manage the City Manager's calendar, schedule appointments, and coordinate meetings
- Handle incoming phone calls, emails, and correspondence
- Prepare and edit reports, memos, letters, and other documents
- Organize and maintain paper and electronic filing systems
- Coordinate travel arrangements for the City Manager when necessary

2. Community Development:

- Assist in researching and implementing community development initiatives
- Help coordinate public meetings and events related to community projects
- Prepare informational materials for community outreach programs

3. Grants Research and Coordination:

- Research potential grant opportunities for city projects
- Assist in the preparation and submission of grant applications
- Help track and report on the progress of grant-funded projects

4. Budget Preparation:

- Assist the City Manager in gathering data for budget preparation
- Help create budget reports and presentations
- Maintain records of budget-related documents

5. Meeting Preparation:

- Prepare agendas, minutes, and supporting documents for city council meetings
- Assist in coordinating logistics for various city meetings
- Take and transcribe minutes during meetings as needed

6. General Duties:

- Serve as a liaison between the City Manager's office and other city departments
- Assist with special projects as assigned by the City Manager
- Maintain confidentiality of sensitive information
- Perform other related duties as required

****Qualifications:****

- High school diploma required; Associate's or Bachelor's degree preferred
- Minimum of 2 years of administrative experience, preferably in a government setting
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- Strong written and verbal communication abilities

- Attention to detail and accuracy in work
- Ability to maintain confidentiality and handle sensitive information

****Preferred Skills:****

- Experience with grant writing or administration
- Knowledge of local government operations and procedures
- Familiarity with budget preparation and financial reporting

****Additional Requirements:****

- Must pass a background check
- Ability to occasionally attend evening meetings

****Work Schedule:****

Full-time, Monday to Friday, 8:00 AM to 5:00 PM. Some evening hours may be required for city council or committee meetings.

****Salary and Benefits:****

Competitive salary based on experience. The City of Cochran offers a comprehensive benefits package including health insurance, retirement plan, and paid time off.

****How to Apply:****

Please submit a cover letter, resume, and three references to Candace Summerall at csummerall@cityofcochran.com with the subject line "Administrative Assistant Application - [Your Name]". You will also need to fill out the City of Cochran Application form, which can be obtained from the City's website at www.cityofcochran.com or by calling City Hall at (478) 934-6346.

****Application Deadline**:** Tuesday, September 10, 2024 at 4:00 p.m.

The City of Cochran is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive work environment and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.