



Job Title: Administrative Assistant
Department: Office of Planning and Community Development
Hours: 39 hours a week. Monday – Thursday 8:15 AM – 5:00 PM, Friday 8:15 AM – 12:15 PM
Salary: \$28.09 – \$31.11 per hour, plus benefits
Contract: Union position. Local 22 Unit B, Group 7.

DESCRIPTION:

Under the direction of the Chief of Planning and Community Development (DPCD) this position will provide essential administrative support and be responsible for a variety of tasks to help ensure that the office runs as efficiently as possible.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Perform a variety of tasks on behalf of the Chief, and other staff as needed
- Create and maintain multiple databases for monitoring and tracking financial, operational, and programmatic information
- Collect, compile and analyze data to fulfill reporting requirements including statistical and narrative reports
- Prepare, process, review, and disseminate internal and external correspondence including, but not limited to memoranda, contracts, purchase orders, supplier and vendor invoices, and other types of documents on behalf of the department
- Execute financial and payroll processes; work closely with the Purchasing Department, Auditing Department and Treasurer's Office
- Keep inventory of office and cleaning supplies; contact vendors and suppliers to procure services and place orders as needed
- Serve as the initial point of contact; collect, answer, respond and/or direct incoming calls, mail, emails and in-person inquiries and/or complaints to appropriate staff
- Schedule and attend meetings and/or other functions; organize trainings, events, and workshops
- Maintain webpage; update social media accounts; disseminate promotional information to the public
- Evaluate departmental processes and procedures; make recommendations and implement changes
- Coordinate the deployment of a paperless office; work closely with the Office of Innovation and Data Management; schedule internal trainings and provide hands-on support to departmental staff
- Performs other related duties as assigned

QUALIFICATIONS:

- Revere residency strongly preferred

- Ability to speak Spanish strongly preferred.
- High school diploma or equivalent required. Associate's or Bachelor's degree preferred
- One to three (1-3) years of related experience in a municipal or non-profit setting
- Grant and contract management experience preferred

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Proficiency with Microsoft office products (Excel/Word/Outlook) is required

Abilities:

- Ability to manage confidential information
- Ability to adapt to change without impacting productivity
- Ability to find innovative ways to solve problems
- Ability to be self-motivated and work independently

Skills:

- Skilled at developing and maintaining interpersonal relationships
- Strong verbal and written communication skills
- Possesses strong time management and organizational skills

PHYSICAL ENVIRONMENT

Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.