



1101 Broad Street  
Milliken, CO 80543  
Weld County

# Town of Milliken

(970) 587-4331  
Fax (970) 587-2678  
<http://www.millikenco.gov>

## ADMINISTRATIVE ASSISTANT II

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FLSA STATUS: Non-Exempt

DEPARTMENT: Administration

REPORTS TO: Town Administrator and Town Clerk

APPROVED DATE:

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### POSITION SUMMARY AND DEFINITION:

Administrative Assistant II performs a variety of complex and analytical clerical, administrative and customer service functions which vary widely both in subject matter, level of difficulty and confidentiality. The Administrative Assistant II provides direct support to the Town Administrator and Town Clerk and may also provide support to other division directors and office staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.*

- Provides daily administrative support to the Town Administrator, Town Clerk and other staff as assigned.
- Researches, analyzes, summarizes, compiles, organizes, prepares and maintains an assortment of files, records, data, reports, documents and relates information.
- Develops and maintains files and records in accordance with the approved file plan and retention schedule.
- Conducts research and prepares reports.
- Schedules meetings, coordinates room schedule for meetings.
- Composes, types and edits a variety of correspondence, forms reports, memoranda and other material from copy, rough draft, general instructions or other sources with accuracy and completeness using proper spelling and grammar.
- May be asked to research grant programs and plans; provides timely advice and information on opportunities, requirements and procedures.
- Researches grants and funding sources using the Town's eCivis grant program software.
- Manages special projects as assigned.
- Deals with and resolves complaints in a positive friendly manner.
- And other duties as assigned.

### CONTACTS:

*Citizens:* Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

*Other Divisions/Outside Agencies:* Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Computer operation, including software programs in current use, such as Microsoft Word, Excel, PowerPoint, Outlook and other software as identified.
- Solid Knowledge of business writing, spelling, grammar, punctuation, and proper word usage.
- Solid knowledge of office procedure and filing methods.
- Ability to maintain a high level of professionalism and exhibit quality customer service skills to both internal and external customers.
- Ability to follow written and verbal instructions.
- Ability to work in a fast-paced office with constant interruption.
- Ability to participate as a team player to coordinate grant projects and special projects.
- Ability to plan, prioritize and coordinate multiple projects.
- Second language is highly desirable.
- Deal with diverse public, with the ability to resolve problems and issues in a positive manner.

**MATERIAL AND EQUIPMENT USED:**

Personal computer and various software programs including Caselle, Laserfiche, telephone, photocopier, calculator and fax machine.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is primarily performed in an indoor office environment. This position requires operating a computer, and occasional lifting of boxes.

**EXPERIENCE AND TRAINING:**

- Graduation from High School or GED required.
- Work experience in a government agency is preferred.
- 2-5 years experience providing administrative support that includes the use of personal computers.
- 2-5 years experience in providing executive support.
- Possess strong verbal, written, analytical and interpersonal skills.

*The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

This job description has been reviewed and approved:

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date