

The City of Berne will be accepting resumes for the position of Administrative Assistant in the City of Berne Mayor's Office. Resumes may be emailed to mayor@cityofberne.com or sent by U.S. Mail to the Attention of the Mayor's Office, City of Berne, 158 W. Franklin St. Berne, IN 46711

Job Objective: Performs various secretarial and administrative duties as directed by the Mayor.

Primary Job Functions:

- Responsible for answering questions, concerns and serves as the information center for City Hall.
- Serves as a liaison with the City Departments, staff, outside agencies and the general public.
- Responsible for preparing the minutes and agendas for the Board of Public Works and Safety, BZA, Plan Commission, Storm Water Board and other boards as requested.
- Responsible for maintaining the City of Berne website and Facebook page.
- Responsible for composing and typing correspondence for the Mayor.
- Responsible for answering the phone and transferring calls to appropriate personnel.

Secondary Job Functions:

- Assists by responding to public inquiries and concerns and tries to resolve the issues when possible.
- Serves in the capacity of secretary to the City Council when necessary.
- Responsible for sending out notice of meetings
- Responsible for designing and maintaining a management information system including physical electronic files and archived files for the department.
- Responsible for drafting press releases, public notices, Media notices and other official materials required by law.
- Responsible for event planning and other related/non-related functions as required.

Equipment Knowledge

- Must have the ability to operate a variety of office machines, such as a telephone, calculator, fax machine, computer and copy machine.

Critical Skills/Expertise:

- Must have the ability to manage large amounts and varying types of information.
- Must be able to acquire a working knowledge of practices, rules, regulations and principles relevant to the operation the City of Berne.
- Must have the ability to communicate effectively, both in writing and verbally to a diverse group of individuals in order to assist the public.
- Must have experience in working with all Microsoft Applications.

Reporting Responsibilities:

Reports directly to the Mayor.