

**NOTICE OF EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT I OR II
CITY OF SWARTZ CREEK**

The City of Swartz Creek is seeking to hire an Administrative Assistant I or II. This position is listed under Section 38 of the current AFSCME 1918-23 Agreement. Primary job duties include customer service and general office support. Starting base wage is \$23.14 (Admin I) or \$20.63 (Admin II), with a 2.7% increase scheduled for July 1, 2026. These wages can be supplemented with up to \$4.00 in potential additional hourly compensation for certifications and up to \$1.40 additional hourly compensation for specific and verified proficiencies. Benefits include medical, dental, eye, and life insurance, as well as 15 paid holidays, up to a 10% 401 match, health savings program contributions, paid vacation time, & earned sick time.

The job descriptions for these positions are attached. Candidates will be expected to learn a diverse set of duties.

This position works under the general and technical director of the Office Supervisor, or City manager as appropriate.

All interested persons must submit a cover letter and resume to Amy Nichols, City of Swartz Creek, 8083 Civic Drive, Swartz Creek MI 48473 or at anichols@cityofswartzcreek.org by 4:00 p.m. on May 14, 2026.

“An Equal Opportunity Employer”

City of Swartz Creek
Job Description

Administrative Assistant I

REVISED: April 27, 2026

FLSA: Non-exempt Position

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative support and clerical duties related to accounts payable, accounts receivable, payroll, clerical duties, utility billing, building, and the department of public works. Responsible for general administrative support and customer service functions as directed by the Office Manager.

SUPERVISION RECEIVED: Works under the direct supervision of the Office Manager or City Manager if the Office Manager role is vacant. Assignments to other departments, such as the DPW or Clerk's office may occur from time to time.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Type letters, memoranda, reports, forms and other materials from rough draft, and notes.
2. Compose and type correspondence.
3. Greet the public. Answer telephones and respond to personal inquiries. Refer queries to appropriate city employee or department.
4. Prepare and maintain reports and forms containing various types of information. File correspondence, reports, records and other information in accordance with established policy.
5. Arrange meetings and appointments, including travel arrangements.
6. Maintain schedules for the use of city facilities.
7. Perform functions related to payroll, rental inspection scheduling, utility billing, accounts payable/receivable, and clerical duties.
8. Assist City Clerk and/or Treasurer with variety of clerical & financial practices.
9. Assist the City Clerk in maintenance of Qualified Voter Files.
10. Attend job related training courses and seminars.
11. Provide backup for other administrative support positions and cover the front desk.
12. Perform other related duties or projects as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

1. Demonstrated knowledge of office procedures, business English, grammar, and professional correspondence, including digital and web-based communication formats.
2. Proficiency in modern office software and systems, including cloud-based word processing, spreadsheets, and databases (e.g., Microsoft 365, Google Workspace), with the ability to learn and adapt to new platforms.

3. Familiarity with records management systems, including digital document storage, retention practices, and compliance with applicable public records laws.
4. Working knowledge of utility billing processes and municipal financial software systems (e.g., BS&A or similar enterprise systems).
5. Ability to operate and troubleshoot standard and modern office technology, including computers, multifunction printers/copiers, phone systems (including VoIP), and virtual meeting platforms (e.g., Zoom, Teams).
6. Ability to utilize emerging technologies responsibly, including AI-assisted tools and automation software, while ensuring accuracy, confidentiality, and compliance with organizational policies.
7. Ability to type efficiently and accurately, with sufficient speed to meet job demands.
8. Ability to coordinate schedules, organize meetings (in-person and virtual), and prepare and distribute agendas, notices, and supporting materials in compliance with applicable public meeting requirements.
9. Ability to take accurate notes during meetings and prepare clear, concise, and timely official records and minutes.
10. Strong written and verbal communication skills, including the ability to interact professionally with co-workers, supervisors, elected officials, and the public across multiple channels (in-person, phone, email, and digital/social media).
11. Ability to assist with or manage digital communications, including website updates and social media platforms, in a professional and policy-compliant manner.
12. Ability to understand, interpret, and follow complex oral and written instructions, policies, and procedures.
13. Ability to maintain confidentiality, exercise sound judgment, and handle sensitive information in accordance with applicable laws and policies.
14. Ability to perform physical and environmental job requirements, including operating office equipment, lifting up to 25 pounds, sitting for extended periods, and effectively communicating in an office environment.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent supplemented by post-secondary course work in book keeping, office administration or related field. Two years experience in book keeping or in a responsible clerical position is required.

Approved:

City Manager

Date

City of Swartz Creek
Job Description

Administrative Assistant II

REVISED: April 27, 2026

FLSA: Non-exempt Position

GENERAL STATEMENT OF DUTIES: Serves as Receptionist to the City Staff. Performs a variety of administrative and clerical duties in support of municipal financial, accounting and election activities. Receives and accounts for payments to the city and responsible for general administrative support and customer service functions as directed by the Office Manager.

SUPERVISION RECEIVED: Works under the direct supervision of the Office Manager or City Manager if the Office Manager role is vacant. Assignments to other departments, such as the DPW or Clerk's office may occur from time to time.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Type letters, memoranda, reports, forms and other materials from rough draft, and notes.
2. Compose and type correspondence.
3. Greet the public. Answer telephones and respond to personal inquiries. Refer queries to appropriate city employee or department.
4. Prepare and maintain reports and forms containing various types of information. File correspondence, reports, records and other information in accordance with established policy.
5. Assist with data entry & reports using BS&A Software.
6. Maintaining city calendars of meetings, appointments & schedules.
7. Maintain schedules for the use of city facilities.
8. Receive and issue receipts for payments to the city. Prepare daily report on payments received, balance cash drawer. Prepare deposits for the City's bank accounts.
9. Assist City Clerk/Treasurer with variety of clerical & financial practices.
10. Assist the City Clerk in maintenance of Qualified Voter Files.
11. Attend job related training courses and seminars.
12. Distributes mail.
13. Perform related duties or projects as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

1. Demonstrated knowledge of office procedures, business English, grammar, and professional correspondence, including digital communication formats.

2. Proficiency in modern office software, including word processing, spreadsheets, and database systems (e.g., Microsoft 365, Excel, and comparable platforms), with the ability to learn new systems as needed.
3. Working knowledge of records management practices, including electronic filing systems, document retention, and data organization.
4. Ability to operate and troubleshoot standard and modern office equipment, including computers, multifunction printers/copiers, scanners, and phone systems (including VoIP and mobile integration).
5. Strong numerical aptitude, with the ability to accurately perform calculations, analyze data, and prepare detailed reports using spreadsheet and reporting tools.
6. Ability to utilize emerging technologies responsibly, including AI-assisted tools and automation software, while ensuring accuracy, confidentiality, and compliance with organizational policies.
7. Ability to type efficiently and accurately, with sufficient speed to meet job demands.
8. Strong written and verbal communication skills, with the ability to interact professionally and effectively with co-workers, supervisors, elected officials, and the public across multiple communication channels (in-person, phone, email, and digital/social platforms).
9. Ability to understand, interpret, and follow complex oral and written instructions, policies, and procedures.
10. Ability to utilize technology tools, including calculators, keyboards, and office systems, to perform job functions efficiently and accurately.
11. Ability to maintain confidentiality and exercise sound judgment when handling sensitive or protected information.
12. Ability to perform essential physical and environmental job functions, including operating office equipment, lifting up to 25 pounds, sitting for extended periods, and effectively communicating in an office setting.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent, supplemented by post-secondary course work with the preference in book keeping, office administration or related field. Two years experience as a cashier, in book keeping or other responsible clerical position required.

Approved:

City Manager

Date