

**Job Posting**

**Position: Full-time**

**Town of White Bluff**

**Department/Office: Administration**

**Job Title: Administrative Assistant**

**Reports to: Mayor and Recorder/CMFO**

**Location:** Town of White Bluff, Tennessee

**About Us:**

The Town of White Bluff is a vibrant and growing community nestled in the heart of Tennessee. We are dedicated to maintaining our rich heritage while fostering a dynamic future. Join our team and be part of a town that values its employees and the community it serves

**Salary:** Competitive, based on experience and qualifications.

**Job Requirements:**

**Education:** This position requires a minimum of an associate degree in a Business-related field.

**Experience:** Two years of increasingly responsible related experience is required.

 **Physical / Sensory / Environmental: (See Addendum, Part A)**

**Job Duties and Responsibilities**

* Performs general administrative duties such as typing, answering phone calls, preparing copies, and sorting mail.
* Interacts with the public while representing the Town in an open and respectful manner.
* Collects property tax monies and prepares and balances end-of-day totals for deposits.
* Prepares and enters information regarding state tax credit vouchers.
* Performs data entry into financial and legal databases.
* Assists in the preparation, maintenance, and preservation of official Town records and documents while ensuring compliance with state and local laws regarding public records.
* Processes public records requests.
* Assists Recorder/CMFO with purchasing following the policies and procedures adopted by the Board of Mayor and Aldermen.
* Performs related work to assist department heads and as requested by the Board of Mayor and Aldermen.
* Schedules and execute rental agreements of Town facilities such as the Bibb-White Bluff Civic Center and the White Bluff Community Center.
* Prepares physical copies of monthly informational packets for the Town Council and Planning Commission meetings. Also prepares documents for the Board of Zoning Appeals and Beer Board meetings as needed.
* Assists with the scheduling of ongoing training for Town employees and elected officials.
* Plans and directs the work of subordinate personnel including work-based learning interns as needed.

**Knowledge, Skills and Abilities**

* Good oral and written communication skills.
* Ability to work with a variety of people including administrative staff, elected officials, and members of the general public.
* Knowledge of modern office procedures and the Town’s office equipment
* Knowledge and experience with Microsoft Office Suites.
* Ability to handle sensitive information with discretion and confidentiality.
* A valid driver's license.
* Ability to be bonded if necessary, at a future date.

**Benefits:**

* Competitive salary
* Health with the option of additional vision insurance
* Participation in the Tennessee Consolidated Retirement System
* Paid time off and holidays
* Professional development opportunities

**How to Apply:**

Interested candidates are encouraged to submit a cover letter and resume to Misty Rodgers, Town Recorder CMFO, Town of White Bluff at misty.rodgers@townofwhitebluff.com. Please include "Administrative Assistant Application" in the subject line.

The Town of White Bluff is an equal opportunity employer and values diversity in our workforce. We encourage all qualified individuals to apply.