

City of Danville, Kentucky

Legislative – Administrative Assistant

THE CITY OF DANVILLE:

The City of Danville is located 35 miles southwest of Lexington, and is a thriving community with a population of 17,000. The City has a highly efficient infrastructure, water treatment and wastewater facilities, police and fire services, quality school system, and a highly educated workforce. Danville is the home of Centre College, which is among the most prestigious small liberal arts colleges in America. The City of Danville is also the business hub to a 5 county, 100,000 + region.

POSITION SUMMARY: Under supervision of the Human Resources Director, will serve as the Administrative Assistant to the City of Danville's Legislative Department. Will perform a broad scope of administrative support functions for the Human Resources Department, City Clerk, and the City Manager. The position will also be required to provide additional administrative support to other City departments as job duties demand.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for managing the Legislative front desk receptionist area.
- Will be greeting and assisting visitors, employees, and elected officials as needed.
- Assist with personnel records keeping and maintenance.
- Participates in new hire orientations and onboarding.
- Performs data entry in the City's HRIS system.
- Assist with administering the City's annual benefits open enrollment.
- Participates in the initial phases of the recruitment process by screening applications for employment.
- Responsible for assisting with planning and coordination of City events.
- Assist City Clerk with preparation of agenda packets for Board of Commissions meetings.
- Responds to open records request in the event of the absence of the City Clerk.
- Required to perform various administrative duties at the request of the City Manager.
- Responsible for attending Board of Commissions meetings and taking agenda meetings minutes in the event of the absences of the City Clerk.
- Serves as a back up to the City Clerk in the event of their absence.
- Performs other job duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- HS Diploma or GED
- Associate Degree in Business Administration, Human Resources, or related field is preferred.
- 3-5 years of documented administrative experience in a professional environment.
- Knowledge of basic human resources principles and practices is desired, but not required.
- Must have valid and current driver's license.

COMPENSATION: The salary range for this position is \$21,694 - \$32,540. The starting salary will be determined by the candidates years of relevant work experience.

BENEFITS:

- 100% Paid Medical, Dental, and Vision Insurance
- Company Paid Short & Long Term Disability Insurance
- 100% Paid Life Insurance
- Vacation Pay
- Sick Pay
- Holiday Pay
- Educational Assistance
- KY CERS Non-Hazardous Duty Retirement

Application Process: The position will remain open until filled with the most qualified candidate. To be considered for this position please e-mail a completed application to Human Resources at rboyd@danvilleky.gov. Applications can also be mailed or dropped off at the following address: Danville City Hall, 445 West Main St., Danville, KY 40422.

Applications can be obtained on the City's careers page on our website at www.danvilleky.gov. They are also available for pickup in the Legislative Office within City Hall.

For more information about this position and/or the recruitment and hiring process you may contact Human Resources at 859-936-6866. A detailed job description is available upon request.

The City of Danville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.