

**City of Delphi**  
Position Description  
*An Equal Opportunity Employer*

POSITION TITLE: Mayor's Administrative Assistant	DEPARTMENT: Mayor's Office
EMPLOYMENT STATUS: Full-time	F.L.S.A.: Non-exempt

**JOB RESPONSIBILITIES:**

Serves as a Mayor's confidential aide, administrative assistant; greets the public; types correspondence, reports, and records.

**ESSENTIAL FUNCTIONS:**

Types and composes correspondence, letters, and memos; responds to questions confidential in nature; arranges/schedules appointments; answers phone, determines nature of business and answers questions or directs to the proper department; answers inquiries from local, state and federal officials, businesses and public; oversees and monitors City of Delphi facility reservations.

**OTHER DUTIES AND REPSONSIBILITIES:**

Serves or acts as a liaison to committees and assists other departments when necessary.

Attends meetings when required.

Manages records pertaining to city business.

Creates public information materials (social media, newspaper publications, city website).

Performs other related duties as needed and maintains confidentiality at all times.

**POSITIONS SUPERVISED:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Professional office practices and procedures; English grammar and spelling; Microsoft Word and Excel; office equipment operation; familiarity with governmental procedures is a plus; group insurance claim procedures; public relations; and records preparation and management.

**Skills:** Ability to transcribe letters and documents; proficient with computers; excellent verbal and written communication skills; graphic design experience a plus.

**Ability to:** Follow directions; communicate effectively; problem solve; read, copy and record information accurately; copy records without error; copy material accurately and recognize grammatical and spelling errors; gather, collate and classify information; maintain records according to established procedures; strong math skills; handle sensitive inquiries and communication with elected officials and the general public; develop and maintain effective working relationships; self-starter. Must maintain regular (in office) attendance.

**EQUIPMENT OPERATED:**

Printer, copier, computer, telephone, scanner and fax machine.

**WORKING CONDITIONS:**

Works primarily in a climate-controlled office environment. Sedentary, sitting, walking, lifting (overhead, waist level) from floor; bending, lifting (up to 10 lbs.), frequent near vision use for reading and computer use.

**QUALIFICATIONS:**

Any combination of education, training, and experience which provides the necessary skills, knowledge, and ability to perform the work of this position such as experience in typing and computers.

Confidentiality agreement required.

High school diploma or equivalent.

Must pass limited criminal history background check.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

Send Resume and Cover Letter To:

City of Delphi

Attn: Mayor Yates

201 S. Union St.

Delphi, IN 46923

**DEADLINE TO APPLY:**

**12:00 p.m., April 25, 2025**