



Job Description

Job Title:	Administrative Assistant & Digital Communications Coordinator
Department:	Administrative Department
Reports To:	Mayor
FLSA Status:	Non-Exempt
Employment Status:	Full-Time, Permanent

SUMMARY: A detail-oriented professional to bridge the gap between our internal governance and our public presence. This role is unique: you will serve as our primary voice on the website and social media.

The essential functions include, but are not limited to, the following duties. Additional essential functions may be identified by the city and listed as such in the incumbent's performance appraisal elements. Various tasks may be assigned under each essential function. Those that are listed under the examples of work are not all inclusive; they are examples only and may be amended or added to as needed by the city. Incumbent performs other job-related tasks as assigned and required; any duties/tasks included in the employee's performance evaluation elements are essential to that employee's position within the job classification.

REQUIREMENTS:

The Mayor's Administrative Assistant position works 8:00 a.m. to 5:00 p.m., Monday through Friday, 100% indoors. The stress level for this position is moderate. Physical work required for this position is minimal.

OTHER REQUIREMENTS:

- Have and maintain a valid MS driver's license
- Pass pre-employment and random drug and alcohol testing
- Pass a background check

KEY RESPONSIBILITIES:

- **Website & Digital Transparency**
 - Upload agendas, minutes, and new ordinances to the website immediately following receipt from the Clerk's office.
 - Update website content [e.g., holiday notices, boil water alerts, etc.] using WordPress/Apptegy to keep the community informed.
 - Audit the site regularly to ensure all public documents are organized and searchable.

- **Social Media & Community Engagement**
 - Translate complex updates (like new ordinances or meeting outcomes) into "layman's terms" for social media posts with approval before posting.
 - Manage scheduled posts across City social media pages to boost community engagement.
 - Design simple graphics via Canva to announce upcoming meetings or events.

SKILLS:

- Understand that in legal and official documents, a single typo matters.
- Capable of taking a dry, 10-page ordinance and turn it into a 2-sentence social media post, with prior approval, that people actually want to read.
- Disciplined with deadlines, especially regarding public notice requirements.
- Mathematical skills, including addition, subtraction, division, and multiplication
- Time management when meeting specified or required deadlines
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Follow departmental and City procedures
- Maintain professional composure in all situations
- Maintain confidentiality
- Communicate effectively both orally and in writing with residents, elected officials, other City employees, etc.

MINIMUM QUALIFICATIONS:

If a candidate believes they are qualified for the job although they do not have the minimum qualifications set forth below. They may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

- **Experience:** 2+ years in an administrative role (experience with local government is a plus). Proven working experience in social media on all platforms, communications, and public relations
- **Education:** A high school diploma or its equivalent (GED); at least three (3) years' experience in Administrative Assistant position or closely related field. Bachelor's Degree in related field(s) is preferred.
- **Writing Skills:** Exceptional written communication and strong knowledge of social media for digital content.
- **Tech Stack:** Proficiency in Google Workspace/Office 365, Canva, and Website CMS.
- **Confidentiality:** A proven track record of handling sensitive or official information with discretion.

BENEFITS:

- Full Benefit Package-Insurance, PERS Retirement, Paid Holidays
- Stable, community-focused work environment
- Professional development opportunities through continued training

HOW TO APPLY:

Please send your resume and a brief cover letter to humanresources@richlandms.com .