



**JOB DESCRIPTION**  
**City of Aurora, Indiana**

**POSITION:** Executive Assistant

**DEPARTMENT:** Mayor

**WORK SCHEDULE:** Up to 32 hours / week - hourly

**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** July, 2021 **STATUS:** Part Time

**DATE REVISED:** July, 2021 **FLSA STATUS:** Non-exempt

**JOB SUMMARY**

The Executive Assistant reports to the City Manager at the discretion of the Mayor and provides daily operational assistance to the executive office. The position coordinates with the executive office and other city department heads to simplify reporting and procurement processes and secure and assist in grants.

**GENERAL DESCRIPTION / RESPONSIBILITIES:**

- Serving as the initial point person for public communication, such as filtering phone calls / emails / walk-ins and advising and directing concern and questions.
- Promotion of city business, to include writing and distributing press releases, assisting in updating the city website and social media accounts.
- Intake, properly file, and share documentations and paperwork, such as grant applications, encroachment permit applications and the like.
- Secretary assistance if needed to boards and commissions, such as taking minutes for the Board of Zoning Appeals, Planning Commission, Redevelopment Commission, Park Board, and others. Provide technical assistance during meeting, including responding to online chats and advising the board of questions.
- Creating purchase orders, submitting requisition requests, and confirming materials receipts.
- Scheduling meetings.
- Purchasing supplies for City Hall, including office supplies, refreshments, and similar items.
- Work with project teams to fulfill projects, including but not limited to assisting in grant writing.

This position will be subject to the rules, policies, and operating procedures established by the City, as they may be amended from time to time.

**JOB REQUIREMENTS:**

- Must have a minimum of a high school diploma, GED or equivalent education.
- Proficient with computer technology and modernized office procedures and record keeping, including but not limited to Microsoft Office.

- Must have a basic understanding of accounting, budget management, and purchase to payment processes.
- Must have strong communication skills and be effective in building strong relationships. Basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.
- Must have basic knowledge of organizational and management.
- Must be able to recommend and implement goals, objectives, and practices for providing effective and efficient operations and service delivery.
- Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Must have a safe work record with good ethics and dependable attendance record.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee will work in an office environment.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved By:

Date Hired :

# APPLICATION FOR EMPLOYMENT WITH CITY OF AURORA

An Equal Opportunity Employer

The City of Aurora does not discriminate on the basis of race, color, gender, national, origin, age, religion, or disability, in employment or the provision of services.

Name and Address							
Name (First, MI, Last)							
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
I have no preference.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
		Full-time		Part-time job		Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
Have you ever been employed by this organization in the past?						Yes	No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						Yes	No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						Yes	No
If Yes, please explain:							
Do you have a driver's license?			Yes      No		Driver's license number		Issued in what state?
Have you had any accidents during the past three years?						How many?	
Have you had any moving violations during the past three years?						How many?	

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
<b>High School</b>				
<b>College or Business/Trade School</b>				
<b>Military</b>				
Have you even been in the Armed Forces?	Yes	No	Date entered	
Are you now a member of the National Guard?	Yes	No	Discharge date	
Specialty				

## Work Experience

List all employment history and work experience during the previous five years. Failure to include all past employment may be grounds for disqualification.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer?      Yes      No		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer?      Yes      No		

**Work Experience (continued)**

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer?      Yes      No

**References**

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date

**MARK A. DRURY**  
*Mayor*

**BENNY TURNER**  
*Clerk-Treasurer*

**JARED EW BANK**  
*City Attorney*

**DEREK WALKER**  
*City Manager*



**INDIANA**  
P.O. Box 158  
Aurora, IN 47001  
(812) 926-1777  
Fax (812) 926-0838  
www.aurora.in.us

*City Council*  
**JOHN E. BORGMAN**

**JOEY TURNER**

**FREDRICK LESTER**

**TERRY HAHN**

**PATRICK SCHWING**

**AUTHORIZATION PERMIT FOR POLICE BACKGROUND INVESTIGATION**

I hereby authorize the \_\_\_\_\_ Police Department to give any information concerning any arrest record that I may have on file, and in signing this authorization, I hereby release the \_\_\_\_\_ Police Department of any rights, claims, or demands that I may have against them.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE of BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LAW ENFORCEMENT OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

RECORD ON FILE  YES  NO

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Record you have requested from the \_\_\_\_\_ Police Department is **NOT** a limited criminal history and **ONLY** includes Arrests and Traffic Records made by the \_\_\_\_\_ Police Department. Arrests and criminal history outside the police jurisdiction listed may not be included in this record. To obtain a limited criminal history, please visit **in.gov** website.