

Job Announcement

The Board of Mayor & Selectmen wish to announce the following job opportunity:

Job Description: Administrative Assistant

Department: City Hall

Reports To: City Clerk/CAO

FLSA Status: Non-Exempt

Position Summary

The Administrative Assistant provides clerical, administrative, and customer service support to ensure the efficient operation of the office of Mayor within the City of West Point, MS. This position assists with recordkeeping, scheduling, communication, and departmental projects, while serving as a first point of contact for residents, vendors, and other municipal departments.

Essential Duties and Responsibilities

- Performs a wide variety of administrative and clerical tasks, including preparing correspondence, reports, meeting minutes, and official records
- Manages calendars, schedules meetings, and coordinates appointments for the Mayor and departmental staff
- Responds to inquiries from the public, vendors, and other government agencies in a professional and courteous manner.
- Maintains filing systems (digital and paper), ensuring records are accurate, up to date, and compliant with municipal retention requirements
- Assists in the preparation of agendas, packets, and minutes for boards, committees, and public meetings
- Reviews purchase orders, invoices, and expense reports in accordance with city financial procedures
- Supports grant reporting, contract administration, and procurement activities
- Provides general information regarding city policies, procedures, and programs to residents and stakeholders
- Operates standard office equipment and municipal software systems
- Maintains confidentiality of sensitive departmental and citizen information
- Performs other related duties as assigned

Minimum Qualifications

Education & Experience:

- Must possess a valid MS driver license
- High school diploma or equivalent required; Associate's degree in business, public administration, or related field preferred
- Two (2) years of administrative or clerical experience, preferably in government, public sector, or nonprofit organization

Knowledge, Skills & Abilities:

- Strong organizational and time-management skills with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with municipal or enterprise software systems
- Ability to work effectively with elected officials, department heads, staff, and the general public
- Excellent written and verbal communication skills
- Ability to maintain composure and professionalism when handling inquiries, complaints, or sensitive situations
- Knowledge of municipal procedures, open meeting laws, and public records retention standards preferred

Working Conditions

- Standard office environment; frequent contact with the public
- May be required to attend evening meetings or community events
- Work involves sitting, standing, and use of office equipment

Compensation & Benefits

- Salary Range: Commensurate with experience and qualifications
- Comprehensive municipal benefits package, including health insurance, retirement plan, vacation, and professional development opportunities

Interested applicants should reply to the City Clerk, Delores Doss, ddoss@wpnet.org, or in person or by USPS mail to City Hall, 580 Commerce Street, West Point, MS 39773, NLT COB, 5:00 p.m. Monday, September 8th, 2025