



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoemn.org Email: info@ci.glencoe.mn.us

Job Title

Administrative Assistant to the Assistant City Administrator (HR & EDA Support)

Department

Administration / Economic Development

Reports To

Assistant City Administrator

FLSA Status

Non-Exempt (adjust if needed)

Salary

\$25.00 – \$28.00 Hourly

Job Summary

The Administrative Assistant to the Assistant City Administrator provides high-level administrative and clerical support with a primary focus on Human Resources and Economic Development Authority (EDA) functions. This position requires a high degree of professionalism, confidentiality, organization, and customer service while supporting internal staff, elected/appointed officials, business partners, and the public.

Mayor: Mark Hueser

City Administrator: Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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Essential Duties and Responsibilities

General Administrative Support

- Provide administrative support to the Assistant City Administrator, including calendar management, meeting coordination, agenda preparation, and correspondence.
- Prepare reports, spreadsheets, presentations, and other documents as assigned.
- Maintain electronic and physical filing systems in compliance with records retention requirements.
- Assist with board, commission, and committee meeting logistics, including packet preparation, posting notices, and taking minutes when assigned.

Administrative Human Resources Support

- Assist with recruitment processes, including job postings, application tracking, interview scheduling, and communication with candidates.
- Support onboarding and offboarding activities, including preparation of new hire paperwork and coordination with payroll and benefits staff.
- Assist with employee training coordination, performance review tracking, and HR compliance documentation.
- Provide administrative support related to labor agreements, policies, and HR programs as directed.

Economic Development Authority (EDA) Support

- Provide administrative support to the EDA, including meeting scheduling, agenda and packet preparation, and minutes.
- Assist with tracking development projects, business inquiries, incentives, and related documentation.
- Maintain databases, reports, and files related to economic development activities.
- Coordinate communication with developers, businesses, consultants, and regional partners.
- Assist with special projects, events, and outreach activities related to economic development.

Other Duties

- Assist with special projects and cross-departmental initiatives as assigned.
- Perform related duties as required to support city operations.
- Responsible for the Oak Leaf Campground reservation system and Park Shelter reservations
- Assist with elections



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Required Qualifications

- **High School Diploma**
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and ability to learn specialized software.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent customer service and interpersonal skills.

Desired Qualifications

- Associate degree in business administration, public administration, or a related field preferred; equivalent combination of education and experience may be considered.
- Two (2) or more years of administrative experience, preferably in a municipal, public sector, HR, or economic development environment.

Physical Demands and Work Environment

- Primarily sedentary office work with occasional lifting of materials up to 25 pounds.
- Work is performed in a standard office environment with frequent interaction with staff and the public.

Disclaimer

This job description is not intended to be all-inclusive. Duties, responsibilities, and activities may change at any time with or without notice.

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