



TOWN OF HOCHATOWN POSITION DESCRIPTION

TITLE: ASSISTANT TO TOWN ADMININSTRATOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN ADMINISTRATOR
OPEN DATE: 12/12/2025

PAY RANGE: \$18.00 - \$24.00/HR
LAST UPDATE: DEC 8TH 2025
FLSA DESIGNATION: EXEMPT
CLOSE DATE: Until Filled

Application Process:

Interested candidates should email a resume and cover letter describing their administrative experience and interest in supporting a rapidly growing municipal government. Materials must be sent to Jobs@Hochatown.gov with the subject line: "Assistant to the Town Administrator – [YOUR NAME]"

DEFINITION:

This is a unique opportunity to help support and shape the internal operations of one of Oklahoma's newest and fastest-growing municipalities. Under the direction of the Town Administrator, the Assistant to the Town Administrator provides administrative, clerical, project coordination, customer service, and organizational support for the daily operations of the Town of Hochatown. The role involves managing communications, supporting departmental workflows, assisting with meetings and agendas, processing documents, maintaining records, and helping implement Town Administrator directives. This position requires high professionalism, strong organizational and communication skills, discretion in handling sensitive information, and the ability to work in a fast-paced public environment with frequent interaction with residents, short-term rental owners, businesses, developers, and partner agencies.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this position. The incumbent may not be required to perform all duties listed and may be assigned additional tasks as needed.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direct supervision from the Town Administrator.

ESSENTIAL FUNCTIONS:

Administrative & Office Support

- Provide day-to-day administrative assistance to the Town Administrator, including scheduling, calendar management, correspondence, filing, and document preparation.
- Draft letters, reports, memos, forms, and communications for internal and external stakeholders.
- Assist with public inquiries, phone calls, emails, and in-person requests, ensuring timely and professional customer service.
- Maintain organized digital and physical records in compliance with Open Records requirements and state retention schedules.

Meeting & Agenda Coordination

- Assist in assembling agenda packets, resolutions, ordinances, staff reports, and supporting documentation for Board of Trustees meetings and Planning Commission meetings.
- Take notes, provide follow-up task lists, and help track assigned action items.
- Coordinate meeting logistics, notifications, and communications required under Oklahoma Open Meeting Act.

Project & Departmental Support

- Support town projects such as road improvement tracking, permit processing, zoning workflows, safety initiatives, grant-related documentation, and contract organization.
- Assist in monitoring vendor communications, scheduling contractors, tracking deliverables, and maintaining project files.
- Serve as a liaison between departments (Police, Fire, Roads, Planning/Zoning) to relay messages, collect documents, and ensure deadlines are met.

Public Interaction & Community Support

- Serve as a front-facing representative of the Town, greeting visitors, responding to requests for information, and helping residents navigate municipal processes.
- Assist short-term rental owners, developers, and businesses with forms, submissions, instructions, and ordinance requirements.
- Provide updates and communications regarding office hours, processes, or administrative changes.

Document, Records, & Compliance Support

- Help maintain accurate administrative, financial, and operational & tax records.
- Assist with processing invoices, payment tracking, vendor documentation, and filing.
- Support compliance with state statutes, internal policy, and administrative protocols.

General Support Duties

- Organize office supplies, maintain administrative equipment, and assist with procurement of basic materials.
- Assist with travel arrangements, conference registrations, and scheduling for the Town Administrator and municipal leadership.
- Perform other administrative duties as requested to support effective municipal operations.

ADDITIONAL DUTIES:

- Any other duties assigned by the Town Administrator.

TRAINING AND OTHER REQUIREMENTS:

- High school diploma or GED required; associate's degree or higher preferred.
- 2+ years of administrative, clerical, or office support experience preferred.
- Municipal or government experience is beneficial but not required.
- Proficiency in Microsoft Office, Google Workspace, and basic database or record-keeping systems.
- Ability to learn municipal software platforms, permitting systems, and agenda-management tools.
- Valid Oklahoma driver's license.

KNOWLEDGE / SKILLS / ABILITIES:

- Strong written and verbal communication skills.
- Excellent organizational abilities and attention to detail.
- Ability to manage multiple tasks and changing priorities in a fast-paced environment.
- Professional and courteous public service approach.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Skill in preparing documents, formatting reports, and proofing materials for accuracy.
- Ability to work effectively with elected officials, department heads, staff, residents, and external partners.

PHYSICAL ABILITIES:

- Ability to sit, stand, walk, and perform light physical tasks typical of an office environment.
- Ability to lift up to 25 pounds occasionally (files, boxes, supplies).

WORK ENVIRONMENT:

- Primarily office-based with regular interaction with the public.
- May include attendance at evening meetings, events, or special functions as requested.

MISC. JOB DETAILS:

Benefits may include medical insurance, sick leave, vacation accrual, paid holidays, and other benefits as determined by the Board of Trustees.

Reasonable accommodation may be made for qualified individuals with disabilities.

This job description is not an employment contract. The Town Administrator may modify it at any time.

The Town of Hochatown, Oklahoma, is an Equal Opportunity Employer.