

JOB TITLE: Administrative Assistant

PW/11

DEPARTMENT: Public Works

JOB SUMMARY

This position is responsible for providing administrative, clerical, and secretarial support to the Public Works and Roads departments.

ESSENTIAL FUNCTIONS

- Main point of contact regarding refuse collection.
- Processes a variety of documentation associated with department operations within designated timeframes and per established procedures.
- Answers telephone calls and greets visitors; directs inquiries to appropriate personnel; records and relays messages; initiates and returns calls as necessary.
- Performs customer service functions; provides information and assistance regarding department services, events, procedures, forms, fees, or other issues; distributes forms to visitors; responds to routing questions and complaints and initiates problem resolution.
- Receives moneys in payment of various fees; records transactions, issues receipts, prepares bond deposits, and forwards revenues as appropriate; verifies accuracy of payments received.
- Maintains records regarding special agency funding, such as state and federal grants; processes and monitors agency funding requests; maintains ledgers and files.
- Types, composes, prepares and completes various forms, reports, correspondence, logs, lists, rosters, notices, calendars, schedules, evaluation forms, disciplinary forms, leave requests, time sheets, purchase orders and other documents.
- Composes, types and places notices or other public information in local newspapers.
- Maintains tickler system to monitor deadlines, status of documentation, scheduled activities or other issues requiring timely response; makes reminder calls.
- Schedules and coordinates calendar activities and maintains department calendars; schedules appointments and meetings.
- Prepares and processes documentation pertaining to payroll and personnel activities; processes department timesheets; prepares and process payroll and leave request forms.
- Processes documentation relating to purchasing activities; types bids and equipment specifications.
- Monitors department inventory; obtains bids and competitive prices.
- Processes incoming and outgoing mail.
- Maintains file system.
- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of modern office practices and procedures.
- Knowledge of City policies and ordinances, including personnel and purchasing regulations.
- Knowledge of departmental policies and procedures and relevant City policies and procedures.
- Knowledge of basic book-keeping and timekeeping.
- Skill in organizing and prioritizing work.
- Skill in dealing with the public.
- Skill in interpersonal relations.
- Skill in operating a computer, calculator, and other electronic devices.
- Skill in the use of a computer and various computer applications.
- Skill in oral and written communication.

SCOPE AND EFFECT

The purpose of this position is to provide administrative, clerical, and secretarial support to the Public Works department. Successful performance facilitates the effective and efficient operation of the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work is typically performed in an office and in a stationary position at a desk.

SUPERVISORY CONTROLS: This position reports directly to the Public Works Director.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS

- High School diploma and knowledge and level of competency commonly associated with completion of specialized training in the field of work. Associates Degree in Accounting, Bookkeeping or a closely related field preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for 1-2 years.
- Proficient in computer skills and Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.).

FLSA Status: Non-Exempt

Pay Grade: 12

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.