



POSITION DESCRIPTION

Position: Administrative Assistant - Public Works		Department: Department of Public Works	
Reports to: Director of Public Works		FLSA Status: Exempt	
Location: DPW Facility	Division: Facilities/Roads Utilities/Building	Pay Grade N/A	
Revised: January 9, 2018	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Part-time

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative and technical work in the Public Works Department

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development of inter department planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Evaluates work procedures, schedules, and workload; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.

Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Organizes and conducts mandated training for field personnel. Maintains training records, schedules and data base.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Prepares vacant position postings/advertisements and ensures proper placement of the same. Receives and assists with initial review of incoming applications; schedules applicant interviews; maintains applicant files.

Responds to inquires from employees, citizens and others and refers to appropriate department or individual when necessary.

Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.

Inputs data to standard department forms; compiles data for various reports.

Custodian of departmental documents and records. Establishes and maintains filing system, controls records and indexes using moderate independent judgment.

Schedules appointments and performs other administrative and clerical duties.

Assists in the preparation of bid documents and schedules bidding. Reviews bids and prepares recommendations.

PERIPHERAL DUTIES

Assists other departments in performing duties.

Performs the procurement of departmental materials and supplies.

Plans conferences and training sessions and coordinates travel arrangements.

Attend seminars and workshops related to administrative duties and responsibilities.

May serve as a member of oral interview panels for employee selection.

Oversee supplies for employee break room.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a related field, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; working knowledge of modern records management techniques;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine, miscellaneous communication devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Director of Public Works

Approval: _____
City Manager

Approval: _____
Employee