



## **Administrative Assistant**

PW-ADM/4

Public Works – Administration

\$21.58/hr

### **JOB SUMMARY**

This position is responsible for providing administrative support for department operations.

### **MAJOR DUTIES**

- Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
- Provides general administrative support to the Public Works and Utilities Directors; processes work orders; schedules meetings and appointments; creates log sheets, spreadsheets, and forms; composes and types correspondence; establishes and maintains files.
- Researches and compiles data for reports; prepares, types, processes, copies, files, and submits various forms, reports, and correspondence.
- Codes receipts for purchases.
- Prepares and processes records, data, and documents related to requests for tree removal, trash removal, and recycling services.
- Prepares brochures, safety materials, schedules, etc.; assists staff in creating and update forms.
- Collects employee overtime and personal leave records and prepares for submission.
- Maintains and updates sanitation routes; receives completed sanitation and recycling container work orders; updates addresses in spreadsheets.
- Provide customer services related to cemetery operations.
- Manages the ordering and inventory of uniforms.
- Checks fuel logs and receipts against statements; locates missing receipts; submits to accounting personnel.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the review of data and the preparation of reports.
- Skill in the use of such office equipment as a computer, scanner, postage meter, and copier.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include town and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other town personnel, vendors, contractors, county employees, representatives of other municipal governments, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing,

walking, bending, crouching, or stooping. The employee occasionally lifts light objects.

- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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 one to two years.
- Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.