

## ADMINISTRATIVE ASSISTANT



Department:	<b>Public Works</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the direction of the Public Works Director coordinates and performs a variety of skilled secretarial functions; provides administrative support to the Public Works Director, Public Works Superintendent, and other departmental personnel; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files; coordinates assigned Public Works programs; prepares grants and assists in administering grant funding; orders departmental supplies and uniforms; responds to Public Works inquiries and complaints; and performs other related duties as assigned.

### **TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls to appropriate departments and/or individuals; documents and distributes telephone messages.
- Greets and assists office visitors; directs visitors to other City departments as required.
- Serves as a primary point of contact for departmental employees and the general public.
- Responds to various types of Public Works inquiries and/or complaints; provides information regarding departmental operations, services, programs, projects, and policies.
- Prepares, processes, and prioritizes work orders received from the public and other City departments.
- Receives and processes special events bookings at the City's park facilities; schedules and organizes duty personnel for the Veteran's Hall.
- Provides secretarial support and assistance to the Public Works Director, Public Works Superintendent, and/or other employees as required.
- Schedules and coordinates meetings, appointments, and/or other functions; organizes reservations for training workshops; updates and maintains departmental calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, and/or other types of departmental documentation.
- Compiles, analyzes, and submits water/wastewater sampling reports and maintenance schedules as required by the Department of Health Services (DHS).

## **JOB DESCRIPTION**

### **Administrative Assistant**

- Updates and maintains departmental records, filing systems, databases, and/or policy manuals.
- Coordinates and maintains the Department's Cross Connection and Mistletoe Abatement programs.
- Prepares grant applications/proposals; provides assistance in administering grant funding.
- Oversees and maintains the City's vehicle fleet records including DMV and smog reports.
- Orders and maintains fuel cards for all City employees; updates and maintains key lists.
- Coordinates with vendors regarding the ordering of departmental supplies and uniforms; tracks and verifies the accuracy and quality of shipments received; researches and resolves supply issues.
- Performs other related duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent; AND four years administrative support experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- A Typing Certificate is required.
- Must possess a valid California Driver's License.

#### **Required Knowledge of:**

- Public Works Department operations, policies, and procedures.
- Principles and practices of office administration.
- Records management principles and standards.
- Basic bookkeeping and accounting principles.
- Principles of program and grant administration.
- General office equipment and standard computer software applications.

#### **Required Skill in:**

- Coordinating and performing a variety of skilled administrative functions.
- Providing secretarial support to management personnel and other departmental staff.
- Compiling data and preparing correspondence, reports, and other documentation.
- Updating and maintaining departmental records and files.
- Coordinating grants and Public Works programming.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, community organizations, vendors, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects Up to 25 pounds.