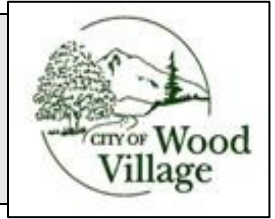


<b>Position Description:</b>	<b>Public Works Administrative Assistant</b>
Department:	Public Works
Supervised By:	Public Works Director
Supervision Duties:	Provide Oversight for the Office Specialist
Employment Status:	Non Exempt



## GENERAL DESCRIPTION

The Public Works Administrative Assistant performs a variety of highly responsible complex and advanced secretarial and clerical work requiring knowledge of a special field. Duties are varied and are carried out with a high degree of confidentiality, discretion, and independent judgment. Considerable knowledge of city policies and procedures are required at this level. May train, assign duties and provide oversight to other clerical or support staff.

The duties listed below 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 for the position.

This job description does not constitute an Employment Agreement between the employer and employee and is subject to change by the city as the needs of the city and requirements of the job change.

## ESSENTIAL JOB FUNCTIONS

### Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established by the city's Performance Management System.

### Typical Duties

1. Manages administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.
2. May be required to draft Public Works RFP's.
3. Sets up office systems including file maintenance, mail distribution and correspondence deadlines, and project management.
4. Prepares and composes letters, reports and correspondence on own initiative about administrative matters and general office policies for supervisor's approval.
5. Maintains confidentiality.
6. Performs or establishes procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining departmental logs, and other similar administrative support.
7. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
8. Ensures that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner; decides whether a higher

authority should be notified of important or emergency matters. Requires rational, independent thought process.

9. Conducts building code enforcement while maintaining quality customer care and professionalism in dealing with regulatory matters.
10. Periodically evaluates process and program effectiveness and take action to maintain continuous improvement.
11. Serves as purchasing agent for public works equipment and capital improvement purchases.
12. Drafts and review Public Works contracts.
13. Provides pertinent and timely information for the city newsletter and website.
14. Coordinates permit issuance process including coordinating with contractors and permit tracking and reporting.
15. Reviews and approves business licenses; set up inspections and issue Certificates of Occupancy.
16. Reviews public works timesheets for accuracy and completeness.
17. Follows all safety rules and procedures, and contributes to the safety of co-workers and the general public.
18. Participates as an active Public Works team member by contributing to program development and organization planning.
19. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
20. Maintains work areas in a clean and orderly manner.

## **NON ESSENTIAL FUNCTIONS**

21. Other duties as may be assigned from time to time.

## **MINIMUM QUALIFICATIONS**

### Experience and Education

Graduation from high school or equivalent, with supplemental related college coursework preferred. Three years of progressively responsible office assistance, record keeping and secretarial work required. Any equivalent combination of training and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

### Certifications and Licenses

Must have a current Oregon Driver's License or the ability to obtain one.

### Knowledge, Skills and Abilities

1. Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
2. Proficient in the use of a variety of general office equipment and skilled at typing at a speed necessary for successful job performance.
3. Communication principles and practices.
4. Principles of business letter writing and report preparation.
5. Correct English usage, spelling, grammar and punctuation.
6. Modern office procedures, methods and computer equipment.

7. Basic business arithmetic.
8. The ability to establish and maintain effective relationship with the public and co-workers to communicate effectively
9. The ability to maintain confidentiality of private and sensitive information and documents.
10. Respectfully respond to requests and inquiries from the general public in person and over the telephone.
11. Analyze and resolve problems in a logical and effective manner.
12. Perform research, compile and analyze data, and write clear, concise and accurate reports on complex subjects.
13. Ability to deal with the public and city officials with diplomacy and tact.
14. Interpret, apply and explain applicable rules and regulations.
15. Understand and follow oral and written instructions.
16. Maintain accurate records and files.
17. Simultaneously manage multiple job assignments.
18. Contribute effectively to the accomplishment of city goals, department objectives and activities.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Contribute to the efficiency and effectiveness of the city's service to its customers by offering suggestions, and directing or participating as an active member of a work team.
22. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

## **PHYSICAL/MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.