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<b>JOB TITLE:</b>	Administrative Assistant	<b>FLSA:</b> Non-Exempt
<b>DEPARTMENT:</b>	Public Works & Utilities	<b>DATE:</b> February 2025
<b>REPORTS TO:</b>	Public Works & Utilities Director	<b>Grade:</b> G03

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*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

**SUMMARY OF JOB PURPOSE:**

This position performs professional level work assisting the Utilities and Public Works Department in the administration of projects, processes, performs administrative support duties as well as technical duties requiring considerable proficiency and accuracy; demonstrates strong customer service skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs working level administrative assistant and clerical duties.
- Receives, screens, sorts, and distributes mail and inter-office correspondence.
- Receives/assists customers on the phone and in-person and provides information requiring an understanding of department operations and policies.
- Completes data entry for the Department work management program.
- Performs general office duties, including copying, and file organization (both paper and digital).
- Prepares weekly on-call information.
- Logs complaints and dispatches as needed.
- Assists with procurement of services from consultants and contractors for Capital Projects.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Excellent time management and organizational skills with strong attention to detail.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Experience creating reports and general statistics.
- Experience with budget management and basic fiscal operations.

- Knowledge of internet software, Microsoft Excel, and/or Access, Word Processing, and Power Point.
- Ability to maintain effective working relationships with coworkers, officials, administrators, and the public.
- Ability to communicate effectively orally and in writing.
- Develop and maintain positive vendor relationships and effective working relationships with all those encountered while at work.
- Analyze requisitions and purchase orders for accuracy, completeness and available funding.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Position requires odd hours and work during off days if emergencies and as needed. Position is 100% office environment. Lifting demands could be 20 pounds +/- for a short duration. Walking, jumping and balance are required.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must have 2 years' prior experience in administrative assistant activities.