

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

Reports to: Director of Public Works

Department: Public Works

Position Control No.: 3621

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the direction of the Director of Public Works, performs administrative duties related to departmental operations involving extensive public contact and assists with coordination of customer complaints with the proper supervisor.

ESSENTIAL FUNCTIONS:

1. Performs executive administrative functions requiring discretion and specialized knowledge.
2. Assists Public Works Supervisors with reports and correspondence.
3. Performs operation coordination and dispatch functions.
4. Operates personal computer.
5. Answers telephone and coordinates resulting message generation or initiation of proper supervisor response.
6. Assists with departmental correspondence.
7. Searches files and assembles information.
8. Compiles statistics and maintains statistical records.
9. Reads, proofreads and writes reports as required.
10. Maintains a numerical filing system, project files and departmental personnel files.
11. Interfaces with the public, other City departments, and employees in a business-like, professional manner.
12. Orders office supplies for the Public Works Department.
13. Responsible for the efficient and safe operation, care and appearance of assigned area and equipment.

QUALIFICATIONS:

1. High School diploma or GED.
2. Valid Texas Driver's License.
3. Knowledge and experience with general office practices and skilled in business English.
4. Proficient with the Microsoft Office suite of programs.
5. Four years experience as an administrative assistant or other related work.
6. Good organizational skills.
7. Ability to communicate effectively with the public and governmental officials, and the ability to learn the operating practices of the city.
8. Typing speed of at least 60 words per minute.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 20 pounds of stationary supplies or related material.

2. Reads computer screen and other written material, sits at desk for extended periods of time typing and inputting data on personal computer.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date