

CITY OF BLACK HAWK
2016 Job Description

JOB TITLE: Administrative Assistant PW

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

EXEMPT: No

HIRING RANGE: \$24.7600 - \$28.4741 / HR

SUMMARY

Provides clerical and administrative support to the Public Works Director and Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of complex, responsible and confidential duties for the Public Works Director and Department.
- Responds to inquiries for information on City and Department policies and regulations.
- Maintains Public Works Director's business schedule; sets up meetings and conferences.
- Reviews and responds to customer requests for service; establishes service requests; acts as dispatcher for street related problems, utility line breaks or leaks; relays work orders to Street and Water Departments.
- Answers telephone, takes messages, greets visitors' ascertains nature of visitor business, gives information and routes call or visitor to appropriate Department.
- Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of Department records.
- Proficient use of spreadsheet, word processing, and database computer programs for efficient processing of Department information.
- Files and retrieves correspondence and other records. Organizes and indexes file system.
- Processes and prioritizes incoming mail, faxes, and memos; prepares outgoing mail.
- Creates, revises and combines material such as correspondence, reports, records, forms minutes of meetings, technical data, and numerical data from rough draft, corrected copy, or voice recorded dictation.
- Takes purchase orders, receipts, invoices for Department purchases and billings. Prepare weekly payables.
- Report street light outages to Xcel Energy.
- Assist with issuing of street closure, street cut and construction water use permits.
- Review Public Works staff training and ensure all required training is kept up to date.
- Compile monthly management reports from each department.
- Maintain conference room scheduling.
- Cover for City Hall as needed.

SUPERVISORY RESPONSIBILITIES

- None.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to communicate effectively, both orally and written, with a wide variety of people.
- Ability to understand and carry out oral and written instructions.
- Ability to be a "team player", and to establish and maintain an effective and responsive working relationship with peers, and the community in general.
- Ability to work independently in the absence of supervision.
- Ability to learn purchasing procedures.
- Ability to learn staff timekeeping procedures.
- Ability to become familiar with city forms and applications for distribution to citizens and contractors.
- Ability to keep meeting minutes.
- Ability to dispatch City crews as required for various jobs.
- Ability to locate, organize and retrieve department records and files.
- Knowledge of the principles and practices of the organization and administration.
- Knowledge of correct use of English language including spelling, grammar, and punctuation and able to use it in preparation of business letter writing and basic reports.
- Knowledge of modern office procedures, including use of computer equipment, print, and electronic media, calculators, telephones, fax and copy machines.
- Knowledge of principals and procedures of record keeping and basic financial and accounting functions.

EQUIPMENT USED

Constant Daily Use: telephones, cell phones, computers, calculators, copy machines, fax machines.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED.
- Two years' experience in clerical, administrative, and/or secretarial work.
- Must have a working knowledge of the network computer systems, and proficiency with word processing and spreadsheet applications.

LICENSE OR CERTIFICATE

- Must have a valid Colorado Driver's License with a good driving record.
- Must have or be able to obtain a Notary Public certificate for the State of Colorado

WORKING RELATIONSHIPS

Maintain effective and friendly working relationships with all City employees, vendors and others.

COMMUNICATION SKILLS

Ability to respond to common inquiries and/or complaints from City employees, officials, general public or outside agencies. Ability to effectively present, both in verbal and written form, information to the Director of the PW Department, city employees, the public, and outside agencies.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____

Date: _____