

## **CITY OF WALLER JOB DESCRIPTION**

Job Title: Administrative Assistant

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Non-Exempt

Reports To: Director of Public Works

Department: Public Works

Date: March 2023

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### **JOB SUMMARY**

Under the direction of the Director of Public Works, the Administrative Assistant provides complex and confidential administrative support to the Director of Public Works department. Responsibilities may include scheduling of calendars, tracking and following up on projects, reviewing mail, organizing, coordinating and preparing for public and staff meetings, drafting correspondence, and aiding in resolving complex complaints and issues. Attendance and office skills are essential functions of this position.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what an Administrative Assistant may be asked to perform; other duties may be assigned:

#### **Customer Service/Clerical**

- Manage office support functions.
- Prioritize and coordinate work assignments.
- Perform administrative duties within the clerical/administrative support system.
- Maintain training records on department personnel.
- Track leave time for all department personnel, including vacation, sick, holiday, and compensatory time.
- Prepare monthly reports for the department as requested.
- Order and store appropriate supplies.
- Compile payroll data from department personnel and submit to Human Resources bi-weekly.
- Monitor budget expenditures as assigned.
- Maintain calendar of departmental activities, meetings and various events.
- Coordinate department activities with other City departments, the public and other agencies.

#### **Administrative / Clerical Duties**

- Screen office and telephone callers
- Respond to complaints and requests for information on regulation, procedures, systems and precedents relating to responsibilities assigned.
- Receive and route mail
- Type and proofread a wide variety of report, letters, memos and statistical charts for the Director and Assistant Director of Public Works
- Independently compose correspondence related to responsibilities assigned.
- Research, compile and analyze data for special projects and various reports.
- Coordinate activities with other City departments, the public and outside agencies.

- Perform general clerical working including filing and scheduling appointments.
- Maintain calendars of department activities, meetings, and various events.
- Issue, order, receive and track all purchases of materials for the department.
- Track completed workorders.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent (GED).
- Two or more years of relevant college studies preferred.
- 2 years previous administrative/clerical experience.
- Previous experience in “front-line” customer service, dealing directly with the public preferred.

## **SKILLS AND ABILITIES**

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Ability to work independently with little or no supervision.

## **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

## **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations without aid of a calculator.

## **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

## **PHYSICAL ENVIRONMENT**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening,

seeing/observing, and repetitive motions.

- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

### **WORK ENVIRONMENT**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume workdays.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).