



Job Description
Job Code: 111
Range: 21

ADMINISTRATIVE ASSISTANT - PUBLIC WORKS

DEFINITION: Under general supervision, plans, organizes, develops and coordinates administrative functions for the public works department and airport; performs administrative, secretarial and clerical duties in providing supportive efforts to the public works department and airport; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Schedules appointments, takes calls and maintains a monthly and weekly calendar for the department /airport manager and department activities; reviews, codes and forwards all bills to the Finance Department within required deadlines; answers questions and resolves billing problems for the department; drafts purchase orders and other procurement documents, and submits them for approval; opens, reviews and prioritizes mail for department employees.

Greets users and visitors and provides answers to their questions and inquiries. Communicates with city staff and airport users via two-way radios and the Unicom system. Completes daily checks of the airport fueling system and other airport equipment when required. Responsible for tracking and administering airport gate cards and tie-downs.

Compiles periodic reports (e.g. weekly, monthly, quarterly, annual, statistical, fiscal, budgetary, etc.); prepares and submits grant related and funded reports; establishes and maintains grant documentation files for the duration of the grant; assists in development and issuance of grant proposals as requested by the department/airport manager; prepares grant documents for auditors' review.

Makes arrangements for department employees to attend training, workshops, seminars, and other professional development programs by making travel arrangements, reserving lodging, obtaining travel approval; obtaining pre-authorized payment of costs, and ensuring reimbursements are completed in a timely manner; orders office supplies; serves as the data management coordinator for the department served.

May serve as receptionist for the department and airport as well as support staff for the department/airport manager; dispatches messages to out-stationed employees; provides support activities to all sections of the department; researches and conveys information to the general public as well as the department's clients; interacts with the general public to resolve problems; performs accounting clerical work in the maintenance of fiscal/budgetary files.

Provides administrative and bookkeeping support to the department. Prepares department manager summary time sheets from attached individual time sheets and forwards documents to the Finance Department. Implements proper accounting management practices/procedures to assure audit accountability. Provides full office management responsibilities to cover the activities involved in a

community program environment with significant funds being exchanged each program year; maintains the security of facilities; requires the use of a sign-in/sign out system.

May serve as "Board Secretary" for boards and commissions throughout the City; accepts and reviews board submittals; creates packets for board members; tapes and transcribes minutes of meetings; produces and mails notices of action for applicants; maintains manual and automated files for each program.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures.

Knowledge of research methods and techniques.

Knowledge of proper English, grammar and spelling.

Knowledge of the employee manual.

Knowledge of general accounting principles.

Skill in developing and maintaining effective interpersonal relations.

Skill in creating and maintaining manual and automated files.

Skill in records management.

Skill in the use of computer applications software.

Skill in oral and written communications.

Skill in coordinating multi-tasking.

Skill in the operation of personal computers; knowledge of computer hardware and software.

PHYSICAL REQUIREMENTS: This classification is mainly in an office environment however it also involves some outdoor work and the ability to traverse uneven terrain.

SPECIAL REQUIREMENTS: This position will have a Monday through Friday work week, but may work Tuesday through Saturday to accommodate department needs. This position may operate out of multiple office locations. The ability to clearly and concisely communicate verbally (including utilization of two-way radios and a Unicom system) and in writing is a requirement.

MINIMUM QUALIFICATIONS: The equivalent of three (3) years of progressively responsible administrative experience including one (1) year bookkeeping/payroll experience.