



Administrative Assistant - Engineering

Department:	Engineering	Pay Grade:	NE-9
Bargaining Unit:	AFSCME Council 2	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	City Engineer

POSITION PURPOSE: Under general supervision, plans and performs complex administrative office coordination to assure smooth, timely and efficient office operations for the department or assigned office; relieves supervisor of technical clerical and administrative duties having department-wide impact; research, collects, analyzes and compiles data and information for inclusion in reports; maintains complex financial records, files and budgets related to departmental operations, programs and expenditures. Assists with contract administration duties for City capital projects; processes a variety of invoices for payment or billing and establishes and maintains the Engineering Division grant files and tracking system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and performs complex administrative office coordination; relieves the supervisor of technical clerical and administrative duties having department-wide impact.
- Processes assigned department payroll including entry of timesheets and processing of personnel status report forms (PSR's).
- Performs a variety of special duties, projects or activities of assigned department or office.
- Performs various administrative duties including: answering telephones and greeting visitors; providing information in person or on the telephone or referring to appropriate personnel; opening, screening and routing mail.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities and communications; ensures efficient workflow and office operations; prepares and coordinates purchase of office supplies, equipment and other expenditures.
- Provides staff support and administrative assistance to boards and committees; prepares reports, minutes, agendas, correspondence, charts and other materials as appropriate and according to decisions and approved actions.
- Maintains records of contracts, correspondence and work orders; prepares consultant contracts and administers PWTF.
- Maintains accurate financial records and files pertaining to departmental expenditures, budget balances and operations; monitors and tracks expenditures of contracts to ensure they are maintained within budget.
- Maintains calendars for supervisor as assigned; schedules appointments.

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- Processes payments through the City's financial system including: invoices, purchase orders, payroll and other expenses as assigned according to established procedures.
- Prepares necessary documents and financial information for grant and loan reimbursements; coordinates and tracks payments received from grant agencies with the Finance Department.
- Prepares and maintains professional service agreements, bid documents and construction contracts; routes contracts for signature, processing and execution; coordinates advertising of project information with project managers and advertising agency.
- Develops and maintains a filing and record system as needed for Engineering projects and grant billings.
- Operates office machines including: computers, copiers, calculators, typewriters and other equipment as assigned.
- Serves as back up to the Development Services Department front desk (reception desk) as needed.

Required Knowledge of:

- Basic governmental accounting principles and grant accounting rules and regulations, city organization policies and procedures as well as related federal and state laws.
- Contract administration and grant processing.
- MS Office Suite (Word, Excel, Outlook, PowerPoint, Access, etc.).
- Administrative functions and operations of a City government.
- Research methods, data collection and statistical analysis.
- Accurate, lawful and efficient record-keeping techniques.
- Budget monitoring and control including proficient skills in mathematics.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing technical clerical and administrative duties having department-wide impact.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Successfully meeting schedules and time lines.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Meeting schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.

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MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school including or supplemented by course work in business administration, clerical or office management or related field and three years of increasingly responsible clerical or administrative office support experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard and other office equipment.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

Hazards:

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____