

City of
EDMONDS
Washington

ADMINISTRATIVE ASSISTANT – PUBLIC WORKS

Department:	Public Works	Pay Grade:	NE-9
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	January 2012	Reports To:	Public Works & Utilities Director

POSITION PURPOSE: Under the direction of the Public Works and Utilities Director and Department Managers, plan and perform technical administrative office coordination to assure smooth, timely and efficient office operations for the department or assigned office; relieve the supervisor of technical clerical and administrative duties having department-wide impact; research, collect, analyze and compile data and information for inclusion in reports; maintain various financial records, files and budgets related to departmental operations, programs and expenditures.

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.*

- Answers telephones and greets office visitors; provides information and assistance to callers; takes messages or refers calls or visitors to appropriate personnel; receives, sorts and distributes incoming mail.
- Plans and performs technical administrative office coordination; relieves the supervisor of technical clerical and administrative duties having department-wide impact; performs a variety of special duties, projects or activities of an assigned department or office.
- Process weekly accounts payable invoices for the department; receive, process and monitor purchase orders, fees, applications, invoices, permits, refunds and other materials according to established procedures; communicate with accounting personnel as needed; prepare receipts and deposits as appropriate.
- Develops, prepares, reconciles and maintains computerized records, inventories, maintenance management systems, lists, logs and files related to office and field activities, customer service and other data specific to the assignment.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials specific to the assignment; proofreads materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities and communications; assures efficient workflow and office operations.
- Maintains accurate financial records and files as assigned pertaining to departmental expenditures, budget balances and operations; prepares status reports, charts and other documents as requested; prepares and coordinates purchase of office supplies, equipment and other expenditures.

- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Maintains calendars for supervisor as assigned; schedule appointments.
- Operates office machines including computers, copiers, calculator, typewriter and other equipment as assigned.
- Attends a variety of meetings including staff meetings as assigned; participates on committees as assigned; participates in the preparation and distribution of agendas and other materials. Takes and transcribes meeting minutes as assigned by the position.
- Provides primary backup support for the Public Works administration in the absence of the Executive Assistant, including processing payroll.
- Performs related duties and project assignments as assigned.

Required Knowledge of:

- City organization, procedures, federal and state laws including the Edmonds Community Development Code, Edmonds Municipal Code, etc.
- Accounts payable and basic governmental budgeting.
- Organization, functions and activities of the assigned department or office including administrative functions of a City government.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Telephone techniques and etiquette.
- 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.
- 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.
- Preparing a variety of reports, financial 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.

ADMINISTRATIVE ASSISTANT - PW

- 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.
- Performing accounts payable and inventorying duties for assigned areas.
- Planning and organizing work.
- Operating a computer terminal to enter data, maintain records and generate reports.
- Communicating effectively both orally and in writing.
- Reading, interpreting, applying and explaining codes, rules, regulations, policies and procedures.
- Adding, subtracting, multiplying and dividing quickly and accurately.
- Monitoring and controlling assigned budgets.
- Taking and transcribing meeting minutes.
- Typing at an acceptable rate of speed.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school including or supplemented by course work in business administration, office management, administration 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.

Some positions in this classification may be required to take and transcribe meeting minutes.

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/using a computer keyboard and other office equipment.
- Sitting, standing 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/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____