

POSITION DESCRIPTION

JOB TITLE: Administrative Secretary/ Engineering Department

GENERAL PURPOSE:

Performs a variety of clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Manager. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing and bookkeeping.

SUPERVISION RECEIVED:

Works under the supervision of the City Manager.

SUPERVISION EXERCISED:

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs various activities including, but not limited to answering phone, taking messages, file maintenance, typing correspondence, typing correspondence for other departments, assisting with preparation of resolutions and supporting documents for monthly agenda meetings, preparing bid documents, scheduling and attending Planning Commission meetings, scheduling Board of Adjustment meetings.
- Assists in the procurement of department materials and supplies. Prepares requisitions.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Assists in grant and construction contract administration.
- Composes, types and edits correspondence, reports, memorandums, and other material requiring judgment as to content, accuracy and completeness.
- Inputs data to standard office, department and state or federal forms.
- Acts as custodian of departmental documents and records.
- Schedules appointments and performs other administrative and clerical duties.

PERIPHERAL DUTIES

- Serves as secretary to Planning Commission.
- Serves as backup secretary to City Manager.
- Provides assistance to public.
- Serves on employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (a) Graduation from High School or GED equivalent.
- (b) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, materials and supplies used in the daily operations of the office.
- (b) General knowledge of grammar and language skills.

- (c) Skill in operating various office machines and equipment.
- (d) Ability to prepare, organize and maintain reports; work independently and to complete daily activities according to work schedule; communicate orally and in writing; understand and following written and oral instructions; establish effective working relationships; handle stressful situations and effectively deal with difficult or angry people.

TOOLS AND EQUIPMENT USED:

Telephone, calculator, typewriter, computer, printer, laminating machine, copy machine, hole punch machine, postage machine and other types of office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk and hear. The employee frequently is required to stand; walk; and use hands and fingers to operate office equipment, or controls. The employee is occasionally required to stoop, kneel, crouch, lift and talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment with computers, printers and telephones.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.