



Job Description

Job Title	Public Works Office Assistant	Department	Public Works
Reports to	Public Works Director	Salary Level	VI
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for assisting the Public Works department in executing routine daily office work.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Interact with general public; answering questions, monitor multiple telephone line, and or radio frequencies, when needed.
2. Assist in the budget management and processes as directed.
3. Perform routine tasks such as correspondence, reports, filing, record keeping, monthly reports, meeting packets, mail membership rosters, member files, research, and other office duties as directed.
4. Maintain with Human Resources the training records for employees of the Public Works department and develop a system that notifies employees when their certifications are expiring.
5. Develop and maintain a system that documents all the monitoring and inspections that are required for water, sewer and landfill and keep records of the reports filed.
6. Along with Public Works Director keep the equipment replacement list updated.
7. Insure integrity of Department records.
8. Miscellaneous duties such as preparing supply orders, postage handling, and assisting other areas within the department as needed.
9. Communicate via telephone, facsimile and computer with State of Alaska and Federal agencies regarding routine, as well as emergency, public safety and civil matters.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:



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1. Knowledge of basic financial record keeping procedures, computer equipment, and filing system, financial record keeping procedure's.
2. Working knowledge of computers, word processing and spread sheet software.
3. Must have proficient communication skills in all medias.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to work independently exercising sound judgment and effective working relationships with the public, staff, and volunteers.
2. Must have minimum general experience using computer word processing programs, (i.e., word and excel).
3. Possess effective oral and written communication skills.
4. Interact with the public, when necessary, in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.
6. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

This position is located in an office area, in a standard office setting. Employee must be familiar with standard office equipment, including a computer. Performing the duties of this job, the employee will be required to use hands and fingers dexterously to operate office equipment. Must possess the strength to lift and carry materials weighing up to 50 pounds. Good written and oral communication skills in person, over the phone and on the radio.

VI. Education and Experience

Education:

1. High school diploma or General Equivalency Degree (GED)

Experience:

1. Minimum two years work experience, computer competence.
2. Experience in customer service, receptionist, and telephone/radio operator experience.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

None

IX. Scope of Employment



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Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____