

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

CITY OF CHELAN, WASHINGTON

City of Chelan's Public Works Department is accepting applications for the position of Administrative Assistant. Please submit a complete application package to the Public Works Director by mail at PO Box 1669, Chelan, WA 98816 or electronically to jyoungren@cityofchelan.us. Application materials are located on the City's website: www.cityofchelan.us. First review of applications will be November 23rd 2022. Position is Open Until Filled. Incomplete applications will not be accepted. Current job description is attached.

CITY OF CHELAN JOB DESCRIPTION

TITLE: PUBLIC WORKS ADMINISTRATIVE ASSISTANT

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

SUPERVISES: Part-time, seasonal, and temporary office help

ADOPTED/REVISED DATE: 1/1/2022

SALARY GRADE: Per Union Contract
Salary Grade Matrix 20

POSITION PURPOSE/SUMMARY

Under general supervision of the Public Works Director, this person is responsible for day-to-day operation of the Public Works office. This person provides a variety of administrative functions in support of the Public Works Administrative staff including but not limited to research, report preparation, maintaining records, budget preparation, bid processing for capital projects, and bill coding support. This person serves as a confidential secretary to the Public Works Director, City Engineer, and Operations Manager. This position exercises considerable discretion in the protection and release of confidential information including labor negotiation issues and, in the interpretation, and administration of policies and procedures. Primary duties also include computer system administration, managing the Small Works Roster, supervising the City Drug Testing Program, managing PW payroll reporting, and other related tasks.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Processes and maintains information often of a complex and confidential nature, receives and distributes mail and telephone calls, co-ordinates communication, prepares correspondence
- Receives citizen requests for action and reports of hazardous conditions and refers them to proper staff for investigation and resolution
- Maintains the Department's personnel and payroll records
- Develops and maintains computer databases and spreadsheets for Water, Sewer, Street, Sanitation, Recycling, Equipment Rental, and Equipment Maintenance Departments
- Develops, monitors, and maintains office procedures, routine forms, applications, records and filing systems
- Compiles and posts equipment repair work orders and distributes labor hours and equipment use for inter-departmental billing, including the Lake Chelan Reclamation District (LCRD) and Lake Chelan Sewer District (LCSD).
- Assists in the Department budget preparation, planning and maintenance
- Manages the Small Works Roster, prepares bid specifications as per RCW and City ordinances, administers contract documents, bid awards and completed documents
- Performs regular and recurring duties to maintain various accountability to DOE and DOH for the operation of City water, sewer, and solid waste utilities as required by those agencies
- Prepares detailed program logic flows and modifies computer programs
- Installs software, diagnoses software problems, performs back-up and recovery activities
- Manages and queries the Internet link
- Researches and recommends software and hardware improvements
- Supervises Public Works computer network system
- Notifies, supervises, and transports employees for random drug testing, maintains necessary confidential documentation
- Responsible for recording and transcribing official minutes of meetings
- Assists Public Works personnel in conducting their duties as needed
- Performs other duties as needed.

WORKING CONDITIONS

Work is generally performed while sitting or standing in an office environment. Some lifting of small equipment and forms is required. This position does not require heavy lifting on a regular basis; however, when working with the records retention archives, the individual may be required to lift heavy boxes of approximately 50 pounds. Involves evening time commitments for Lake Chelan Sewer District meetings or to meet Public Works deadlines and schedules.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of office practices, procedures, and equipment
- Knowledge of generally accepted accounting principles
- Ability to employ discretion and maintain confidentiality
- Ability to accurately prepare correspondence, reports, and statistical information and to maintain files
- Knowledge of and ability to maintain the computer network system and to develop and maintain software applications, including database analysis and design, computer aided drafting (ACAD), disk repair and maintenance, communications software, tape back-up procedures
- Ability to use considerable judgement, discretion, tact, courtesy, and patience in inter-department and public contact and coordination.
- Ability to exercise considerable independence of action in routine administrative matters, supervision, preparing correspondence, handling complaints from the public, and other matters of similar complexity.
- Knowledge of municipal budget and finance
- Ability to establish and maintain effective working relationships with co-workers, other organizations, and the general public

QUALIFICATIONS REQUIRED

High School Diploma or General Educational Development (GED) with additional computer and working experience necessary to successfully perform this job

Ability to communicate effectively, both orally and in writing

CPR and First Aid Certificates

Computer Network Administrator training

Computer software proficiency in Microsoft Office. Experience preferred in Adobe Acrobat, Bluebeam, and other similar type of programs.

Valid Washington State Drivers License with driving record free from serious or frequent violation.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.