

Administrative Assistant

Department: Public Works & Utilities

Pay Grade: 17

FLSA Status: Non-Exempt

Hiring Pay: \$34,569.60

JOB SUMMARY

Provides administrative support to the Public Works, and Utilities Department; coordinates meetings and / or other functions; prepares correspondence, reports, and other documentation; updates and maintains departmental records and files; conducts a variety of general accounting duties to include payroll; coordinates the ordering of office and / or other supplies for area of assignment; provides information and customer service to the general public; and performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Must be a citizen of the United States.
- Must be 18 or older at the time of appointment.
- High school diploma or equivalent.
- Must possess a valid Texas Driver's License.

Preferred Qualifications:

- Two years-experience working as an administrative assistant; OR an equivalent combination of education and experience.
- Experience in payroll, human resources, and budget preparation.
- Experience in office organization.
- Experience in communicating and handling a variety of customer service issues.

Special Qualifications:

Knowledge, Skills and Abilities:

Must be a team player and contribute to the overall success of the organization. Shall possess effective oral and written communicative skills. Routinely demonstrates initiative and follow-through. Must demonstrate effective interpersonal skills in the work place and community.

Computer word processing, spreadsheet and accounting software, Microsoft Office Suite; Professional office methods, practices and procedures; Proper English, spelling, grammar and punctuation usage; Records management and filing systems; Professional receptionist and telephone techniques, Financial and payroll accounting and budget preparation.

ESSENTIAL JOB FUNCTIONS

- Answers, screens, and directs incoming calls.
- Documents and distributes phone messages.
- Welcomes, screens, and directs visitors to appropriate personnel and / or departments.
- Responds to inquiries from City employees, outside agencies, and the general public.
- Provides information regarding departmental services and policies.
- Assists in resolving complaints.
- Regular and timely attendance is a requirement of the position.
- Performs a variety of customer service duties.
- Provides skilled administrative support to the Public Works and Utilities Directors.
- Operates as confidential aide to the Public Works, and Utilities Directors.
- Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations.
- Possess strong organizational, time management, and multi-tasking skills.
- Assists with the processing and hiring of new applicants.
- Coordinates meetings, training sessions, receptions, or other types of functions.
- Reserves venue locations.
- Organizes function supplies, equipment, and food.
- Books travel and / or training arrangements.
- Prepares correspondence, memoranda, meeting agendas / minutes, public notices, or other documentation.
- Designs cards, brochures, and flyers.
- Compiles and analyzes statistical, financial, and / or other administrative data.
- Prepares various types of reports.
- Monitors and maintains compliance with regulatory reporting requirements.
- Performs data entry.
- Organizes, updates, and maintains departmental records, personnel files, rosters, phone lists, filing systems, and /or databases.
- Creates and maintains spreadsheets.
- Provides assistance in preparing and monitoring assigned budgets.
- Processes departmental invoices.
- Assists with the reconciliation of financial reports and bank / credit card statements.
- Prepares and submits departmental timesheets and other payroll information.
- Coordinates the ordering of office and / or other departmental supplies.
- Ability to multi-task and prioritize effectively.
- Performs other routine and / or specialized duties relative to area of assignment.
- Attends classes that are required to maintain certifications or skills.
- Contributes throughout his / her career as a life-long learner.
- Performs other job duties as assigned.

PHYSICAL REQUIREMENTS

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 frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, vehicles, and occasional outdoor settings.