



JOB DESCRIPTION

Position	Administrative Assistant (Public Works / City Hall)	Department	Department of Public Works and General Government – City Hall
FLSA Status	Non-Exempt	Status	Full-Time
Reports To	Director of Public Works and Finance Director / Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

To perform a variety of administrative support services for the general public, Department of Public Works, Finance Director / Treasurer, City Clerk / Deputy Treasurer, City Administrator, and other Department Heads and staff.

POSITION ACCOUNTABILITY:

The Administrative Assistant (Public Works / City Hall) works under the direction of the Director of Public Works and Finance Director / Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Director of Public Works and Finance Director / Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

DEPARTMENT OF PUBLIC WORKS

1. Streets Division
 - a. Track snowfalls, salt usage, and salted sand usage.
 - b. Assist in receiving quotes for traffic signs, order traffic signs, and maintain the traffic sign inventory.
 - c. Enter pavement rating and road condition information received from Director of Public Works for WISLR Pavement Reporting into state system.

2. Public Buildings & Grounds Division
 - a. Cemetery
 - i. Assist with cemetery administrative functions including maintain all cemetery deeds; create cemetery deeds; maintain burial records; maintain rules, forms, cemetery database, lot diagrams, and other documents related to the administration of the cemetery; and receipt payments for plot sales, foundations, and burials.
 - ii. Verify cemetery plot sale account with appropriate staff at the end of the year.
 - iii. Follow up on receiving burial fees from Funeral Directors.
 - iv. Occasional on-site cemetery work including grave identification and plot sales.
 - v. Assist customers, monument companies, funeral homes, and relatives to locate lots and burial information.

 - b. Community Garden

- i. Serve as primary point of contact for the Community Garden.
- ii. Send out reminders in the spring for renewals.
- iii. Process payments and log reservations.
- iv. Maintain rules and regulations for the Community Garden.

3. Water Division

- a. Track energy usage
- b. Send in information for Department of Public Works personnel for credentials including classes, tests, and renewals.

4. Wastewater Division

- a. Track energy usage
- b. Track sewer cleaning,
- c. Prepare documents as required for maintenance procedures, etc.
- d. Send in information for Department of Public Works personnel for credentials including classes, tests, and renewals.

5. Administration

- a. Track fuel usage for all City departments, order fuel, monitor fuel levels, forecast fuel budgets, assist with contract negotiations, and apply for gasoline rebate.
- b. Voucher Alliant Energy bills, make Accounts Payable upload file, track energy payments, monitor for discrepancies, and forecast energy budgets.
- c. Enter timesheet detail information to Access database for various purposes including grants, analysis, and Equipment Maintenance Reporting to the Public Works Committee.
- d. Prepare billing information for Accounts Receivable for work performed by Department of Public Works employees.
- e. Maintain map files on server and in map room at Department of Public Works.
- f. Prepare maps for use in the field by Department of Public Works personnel.
- g. Assist Director of Public Works in completion of grant applications for the Department of Public Works including Recycling Grant, LRIP Grant, FEMA Grants, and Urban Forestry Grant.
- h. Type and assemble Stormwater Group Minutes.
- i. Contact Alliant Energy when street lights need maintenance and track maintenance.
- j. Serve as Federal Communications Commission (FCC) contact for Department of Public Works radio frequencies and process renewal of licenses.
- k. Maintain address file and assist with assigning new addresses.
- l. Enter or call in locate requests for Diggers Hotline and maintain file of requests.
- m. Coordinate annual surplus sale for all City departments.
- n. Maintain list of equipment and notify City Hall of changes for accounting, inventory, and insurance purposes.
- o. Coordinate trash pickup for special events with City's contracted refuse and recycling collection company.
- p. Create various forms of written and electronic communications for the Department, including memorandums, letters, and notices.
- q. Serve as a liaison with other departments and external agencies (engineer, state departments, etc.); work to coordinate various functions that require the cooperation of multiple departments and agencies.
- r. Assist with code compliance functions, including drafting violation letters, compliance letters, citations, etc.
- s. Assist Director of Public Works with budget research, budget preparation, purchasing, invoicing, voucher preparation, special assessment preparation, and other financial management functions.
- t. Coordinate the filing, record keeping, and organization of departmental information, both printed and electronic.

- u. Assist with building inspection administrative functions, including providing and explaining application materials to applicants, accepting applications and fees, scheduling inspection appointments, preparing permit documents, and other related functions.
- v. Provide information and / or press releases to the Assistant to the City Administrator for updates to the website and other communication outlets related to the Department of Public Works.

GENERAL GOVERNMENT – CITY HALL

1. Finance Director / Treasurer Division

- a. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
- b. Check meter updates entered into the Utility Billing module by the Utility Billing Clerk for accuracy.
- c. Issue outside water meters to utility customers.
- d. Assist Utility Department with request for owner name change and work orders.
- e. Enter utility payments in the absence of the Utility Billing Clerk.

2. Clerk Division

- a. Assist City Clerk / Deputy Treasurer in preparing and creating agendas and agenda materials for the Public Works Committee and others committees with agenda items related to the Department of Public Works. Tasks may include drafting, collecting, and/or copying supporting documents.
- b. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
- c. Assist at elections as directed by the City Clerk / Deputy Treasurer.
- d. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

GENERAL

- 1. Order office supplies for Department of Public Works as needed and for City Hall as requested by the Utility Billing Clerk.
- 2. Receipt animal licenses, utility payments, and any other Accounts Receivable for the City based on the procedures established in the Department of Public Works or General Government – City Hall.
- 3. Perform various administrative tasks as assigned and directed by the City Administrator, Finance Director / Treasurer, City Clerk / Deputy Treasurer, Director of Public Works, and other Department Heads and staff, some of which may be confidential.
- 4. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, Department of Public Works projects, tasks, and responsibilities including road maintenance, construction projects, cemetery inquiries, park maintenance, snow plowing / ice removal, yard waste and other collection programs, building inspections, and code enforcement; property taxes; assessments; legal descriptions; city records; ordinances; park rental information; and general city services.
- 5. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- 1. High School diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.

2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
3. Ability to manage and handle cash and check payments in an accurate manner; ability to use a cash register.
4. Knowledge of office practices, including filing and record keeping.
5. Ability to use sound judgment when screening and referring inquiries by phone or in person.
6. Ability to effectively and efficiently schedule and organize work.
7. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
8. General understanding of municipal government practices and/or public works operations is desired.
9. Ability to interact well with others, including co-workers and customers, is necessary.
10. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly
11. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
12. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to perform duties with considerable independent judgment and initiative under limited supervision.
15. Ability to work and succeed in a public works environment, which may include dirty, dusty or otherwise unpleasant conditions.

SPECIAL REQUIREMENTS

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain Notary Public Certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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 for long periods of time, 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 frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.