

ADMINISTRATIVE ASSISTANT (Public Works)

CITY OF MILFORD

ADMINISTRATIVE ASSISTANT (Public Works)

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

GENERAL RESPONSIBILITIES

Under supervision, performs advanced level administrative/clerical activities to assist the department management in facilitating the administrative procedures relating to the programs and services offered to the community. Performs a wide variety of assignments involving general clerical support and administrative functions of the department, which do not require the attention of or cannot be handled by department management. Incumbents spend considerably greater portion of their time performing administrative duties rather than clerical/secretarial support.

The Administrative Assistant, for Public Works shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Administrative Assistant shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

ESSENTIAL TASKS

- Coordinates the administrative and clerical functions of the department including determining proper work flow, setting priorities, establishing filing and record-keeping systems, etc.
- Receives and responds to complaints, concerns and inquiries, etc. by disseminating information of both a routine and confidential nature requiring discretionary judgment and thorough knowledge of departmental policies, procedures, activities, etc. or referring issues and concerns to appropriate party for resolution and following up to ensure satisfactory results.
- Prepares complex forms, listings, informational and statistical reports, documents, etc. by determining required data, gathering, receiving and compiling data from several sources; comparing information to verify accuracy and formatting data appropriately.
- Assists in preparing and monitoring Department's budget by compiling budgetary information from divisions or work units, drafting budget, entering information into proper account and generating reports for supervisor's review.
- Prepares purchase requisitioning received from department staff and submits for supervisor's signature.
- Tracks and monitors office supply inventory and arranges for replenishment of items as necessary.
- Assists with presentation materials for various Divisions
- Assists with the coordination and set-up of various fairs, meetings, presentations, etc.
- Performs general clerical/administrative support functions.

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- Composes and/or types letters, forms, memoranda, and reports from abbreviated notes, tapes, and records; transcribes and/or takes minutes of routine meetings; copies materials; maintains filing system; sorts and distributes mail.
- Provides technical assistance to office staff regarding appropriate response of approach to handling a citizen complaint or issue, proper work flow procedure, etc.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of office equipment and machines, including personal computers. Computer experience required with Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint). Knowledge of all facets of City government. Considerable knowledge of correct English usage and office practices. Ability to maintain complex office records and to prepare reports from such records. Ability to exercise independent judgment in accordance with established policies and practices. Ability to communicate orally. Skilled in use of computers. Some supervisory skills. Knowledge of office equipment. Ability to interact with public. Ability to deal tactfully and courteously with the public and with fellow employees.

EDUCATION AND EXPERIENCE

High School Diploma and progressively responsible administrative support experience including budget preparation, information dissemination, record-keeping and extensive interaction with the general public. NIMS (National Incident Management System) ICS-100, ICS-200 Training; FEMA IS-700 Training. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

SPECIAL REQUIREMENTS

Must pass pre-employment testing for substance abuse and criminal background.

FLSA STATUS

Non-Exempt

PAY GRADE

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Rev. 2/17

The City of Milford assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.