

# City of Seward Job Description



## Job Title: Public Works Administrative Assistant

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<b>Range:</b>	11-13, Progressive	<b>Salary:</b>	\$18.86/hour
<b>Department:</b>	Public Works	<b>Approved by:</b>	D. Schoessler
<b>Reports to:</b>	Public Works Director		
<b>Supervises:</b>	N/A	<b>Date:</b>	August 2016
<b>Position:</b>	Regular, Full-Time		

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### Summary:

Provides a wide variety of complex administrative, clerical and fiscal assistance to the Public Works Department. Provides information to the public regarding department policies, permits, procedures, contracts and other misc. issues as necessary and as assigned. The purpose of this position is to provide administrative assistance to the Public Works Director.

### Essential Duties and Responsibilities:

Provides responsible and complex administrative and clerical support.

Receives telephone calls, schedules appointments, updates calendars, arranges and confirms meetings with individuals, government agencies and numerous other officials, businesses, the public/ misc., and professionally responds to all calls, forwards calls and relays messages.

Drafts and/or reviews agendas and resolutions for the Public Works Department.

Responsible for the City's records retention schedule for all Public Works files.

Accepts and reviews and manages dig permit applications. Routes dig permit plans for approval and notifies applicants once the permits have been approved. Schedules dig permit meetings when applicants call for them. Tracks dig permits and prepares various reports pertaining to permit activity. Maintains customer information handout material for dig permits in accordance with the latest adopted codes. Sets up and maintains dig permit files to include; preparing letters concerning violations that have not been corrected, issue notices for corrections to persons responsible for conformance. Notifies applicants via phone and/or mail of any questions or corrections pertaining to their dig permit applications prior to issuing a dig permit. Follows up on any questions that need clarification regarding an application for a permit.

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Maintains confidentiality of department files, contract documents, bids, and proposals as appropriate.

Maintains all Public Works hard copy and digital records and prepares reports as necessary. Maintains a log of all dig permits and all Public Works projects. Issue various dig permits upon approval.

Assists in preparation of professional services, request for proposal and construction contracts, assembles bid packages, administers advertising and bidding activities, and prepares changes. Reviews bid proposal and contract packages to assure that they meet city, borough, state, and federal requirements. Tracks and maintains miscellaneous Public Works contract files and leases. Tracks and assists with project updates in calendars and project management databases.

Submits annual reports to the finance department for estimated values of dig permits and any other Public Works reports to track the budget status.

Provides assistance to the Finance Department in fiscal and grant coordination as directed.

Assists with grant writing for the Public Works department as directed.

Responsible for assisting departments with renewing emergency on-call contracts, licenses, and permits as assigned in collaboration with the Community Development Department.

Establishes and maintains files for each project, including documentation necessary to demonstrate compliance with state and federal grant requirements.

Responsible for coordinating projects with other city departments, other government agencies, public and private organizations as assigned.

Reviews and processes check requests, requisitions, purchase orders, miscellaneous project invoices, and other documentation as designated.

Maintains and orders office supplies and places orders with vendors as assigned. Receives supply requests, contacts vendors to gather data on price and availability. Prepares and obtains the required authorizing signatures, and routes as necessary.

Reviews invoices for completeness and accuracy, processes them for payment authorization. Maintains internal accounting system for basic expenditure control, using department software accounting programs, reconciles accounts, and investigates discrepancies.

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Drafts administrative documents, and performs research projects and prepares reports based on the results of this research as assigned. Information obtained is assembled in a concise manner for presentation to the department within the given time frame.

Assists in preparing budgets for all sections in the Public Works budget, capital and special projects for review and approval by the department.

Updates hard copy and digital files. Ability to learn multiple digital databases to include, but not limited to, the following: Excel spreadsheets, Microsoft Project, GIS and several digital finance databases. Strong computer literacy is required. Ability to use or learn to use Computer Automated Drafting systems (AUTOCAD) and Geographic Information System (GIS).

Prepares travel authorizations, assists in completing travel/expense reports and checks for accuracy, with supporting documents for travel personnel. Arranges transportation, accommodation, and course registration as directed by the Public Works Director/Project. Processes city credit card statements for all public works employees.

Receives and distributes mail for the Public Works Department. Makes arrangements for large package pickups and prepares routine and certified mail.

Maintains all department bulletin boards, required and recommended OSHA updates, personnel and administrative updates in appropriate locations.

Picks up items from vendors and delivers materials to business/ agencies using a city vehicle.

Assists with the research and acquisition of required personal protective equipment and other supplies as necessary. Assists with the Public Works Safety training and logs necessary for OSHA and insurance parameters as directed by the department.

Assists with the set-up requirements and logs for vehicle use, vehicle files, track records with a tickler and schedule vehicle maintenance as necessary.

Establishes and maintains effective working relationships with those contracted in the course of work.

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This position will have a very active role in the Emergency Operation Plan. This position will be assigned duties during, and after, natural disaster events of setting up work areas, tracking resources, preparing resource reports, organizing incident files, filling out and filing official forms, reviewing records for accuracy and completeness, and other duties pertinent to natural disasters or emergencies. This role will work closely with the other departments such as the Administration, Finance, Public Works, Community Development, the Fire Departments and possibly others according to the incident.

Completes all levels of ICS training as required.

Set up and maintain contract files for the Public Works Department.

Performs other administrative duties as required by the Public Works Director. This position will report directly to the Public Works Director.

Possession of, or ability to obtain, a valid State of Alaska driver's license.

Performs other related duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Correct English usage, including spelling, grammar, punctuations, and vocabulary are mandatory. Basic mathematical principals and use of Microsoft Office are mandatory. Additional computer skills are recommended. Ability to learn additional computer skills is required. Knowledge of pertinent Federal, State and local laws, codes, and regulations are recommended. All applicants must be able and willing to receive any and all training to acquire such knowledge and skills. Interpersonal skills and ability to work with complex situations and difficult people is required.

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**Education and/or Experience:**

Three years' experience of progressively responsible office administration, public contact, budgeting, and cost accounting, use of computers and related areas and demonstrated good communication skills by telephone, e-mail, writing and speaking abilities. Must have experience with effectively dealing with difficult people. Must have excellent computer literacy in: Excel spreadsheets, Microsoft Project, GIS and several digital finance databases and/or the willingness to learn more and attend training opportunities as necessary to develop such skills. Strong computer literacy is imperative. Must have organizational skills capable of creating filing databases and maintaining critical records management. High School Diploma or GED is required.

**Progressive Development:**

Each year on the employees' anniversary date, the employee will be evaluated not only on his/her performance, but also on their professional development. The Public Works Director shall determine if the employee has received the required training and experience to advance from a Range 11 to a 12 and then from a Range 12 to 13, remaining at the same step. After the employee reaches a Range 13, the employee shall remain at that Range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next Range, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress to a Range 12, the employee must:

- Have 18 months of experience working a Public Works Department
- Complete the ICS-100, ICS-200, and ICS 800 emergency management institute training
- Earn a minimum of 10 CEU's related to municipal water/wastewater systems
- Complete a minimum of 24 hours of OSHA related safety training

To progress to a Range 13, the employee must:

- Have a minimum of 4 years of experience working in Public Works Department
- Possess an Associate degree in business or science, or have earned 10 CEU's in the water/wastewater field
- Demonstrate competency in GIS, filing databases and maintaining critical records
- Demonstrated competency regarding the administrative skills necessary to track and organize Project Management files.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to clearly articulate information with the Public Works Director/Project Manager to best meet the objectives of the Public Works Department. Ability to effectively work with relationships with those contacted in the course of work.

**Mathematical Skills:**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Knowledge of office administration, ability to type, read, write, confidently utilize a computer, learn new databases and software programs, professionally prepare correspondence, professionally deal with difficult people, adhere to deadlines, set-up and maintain office files (hard copies and digital records), and ability to remain flexible, able and willing to respond to the priorities as established by the Public Works Director. Must have, or have the ability to secure, a driver's license and a clean driving record.

Knowledge of contract management process including design of typical professional service and construction contracts, preparation of request for proposals and bid packages, bidding and contract award procedures, and contract administration.

Ability to maintain confidentiality of sensitive matters and files handled and maintained in the office.

Ability to handle multiple priorities and carry out assignments independently through to completion based on general policy and guidance.

Ability to deal with the public, consultants, contractors, other City departments, public, and private officials in a pleasant, tactful, courteous and professional manner.

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Strong moral and ethical standards of conduct. Knowledge of office administration, ability to type, utilize a computer, prepare correspondence and reports and to set-up and maintain meticulous office files.

**Physical Demands:**

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 regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**Public Relations:**

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate and professional for an employee's in the public service.

**Work Environment:**

The work environment characteristics described here 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.

The noise level in the work environment is usually low or moderate.

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