

CITY OF RIVER OAKS

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS ADMINISTRATIVE SECRETARY

CLASS TITLE: Administrative Secretary

DEPARTMENT: Public Works – Administration

JOB SUMMARY:

Performs a variety of secretarial and administrative duties to support the Public Works Department's Administration and the Engineering Divisions; provides department-wide support as assigned. Provides direct support to the Public Works Director, the Public Works Superintendent, the Assistant Public Works Superintendent, Chief Water Treatment Operator, professional and related technical staff. Work is technical in nature and requires a broad knowledge of City and departmental functions, policies and procedures. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses. Serves as administrative support for various boards and committees. Assist Court Administrator on Court day with collecting fees.

SUPERVISORY RELATIONSHIPS:

Reports to the Public Works Director. Receives assignments from and maintains close working relationships with the Public Works Director, the Public Works Superintendent, the Assistant Public Works Superintendent, Chief Water Treatment Operator, and Public Works Administration professional and technical staff. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, City ordinances and codes, and departmental policies.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains Director's schedule; coordinates training courses and schedules for Public Works employees.
2. Coordinates with Director on Stormwater Task Force board meetings and Parks and Recreation board meetings. Records and produces minutes for board meetings
3. Organizes and supports the work and processes of the Public Works Director and Public Works Superintendent. Independently conducts major clerical projects, including proofreading, editing, and composing spreadsheets, and prepares documents for internal and external web posting. Provides assistance to the public and other employees on technical information based on Public Works policies and procedures.
4. Responds to a variety of inquiries, complaints, and correspondence from the public, other agencies, City staff, and elected officials. Reviews, proofreads and edits documents such as public relations and educational materials, the annual water report, contracts, legal documents and descriptions, grant applications, brochures and correspondence. Composes detailed letters, templates, transmittals and reports independently or from brief direction from professional staff in accordance with established procedures and legal requirements.
5. Serves as clerical and administrative support for various boards and committees. Prepares public notices, agenda and supporting materials; takes and transcribes minutes from shorthand

notes or recorded tapes; prepares and distributes final minutes and reports; maintains files; conducts follow-up assignments as necessary.

6. Provides secretarial and logistical support for job interviews. Provides administrative coordination with City Secretary to distribute and assign City telephone and computer resources. Provides administrative support to City Manager on weekly updating electronic marquee sign
7. Coordinates records management for the Public Works Staff. Includes data entry/retrieval, maintenance of office file systems and forms.
8. Develops and maintains computerized recordkeeping systems to log documents and reports that are required on a periodic basis such as due dates for regular reports and professional license renewals, etc.
9. Processes division timesheets; receives, reviews, corrects errors and enters timesheets for Public Works staff.
10. Serves as custodian and is responsible for bi-monthly accounts payable, preparation; ensuring proper backup, coding and approval. Inventories surplus equipment; is asset custodian for annual inventory.
11. Serves as custodian and is responsible for electronic lock system software and key fobs for buildings.

ADDITIONAL WORK PERFORMED:

1. Performs back-up job duties for the Education and Communication Coordinator within the scope of the job classification.
2. May assist with departmental budget tracking and compilation of data for various reports.
3. Performs other duties within the scope of the job classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of secretarial and clerical principles and practices.
- Purpose, practices, and policies of the Public Works Department, including the operational relationships between City departments, other governmental agencies and community groups and agencies.
- Knowledge of parliamentary procedures, rules governing public meetings and public disclosure guidelines.

Skill in:

- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Strong customer service skills to work with a variety of citizens and personnel using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability, and flexibility.
- Strong literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar, and formatting.
- Use of computerized information systems, word processing, spreadsheet, database, computerized recordkeeping and file management applications including Microsoft Office.
- Transcription of spoken/dictated/taped material and preparation of summary meeting minutes.

Ability to:

- Work independently to carry out the responsibilities of the position.
- Ability and willingness to learn new computer applications.
- Operate a 10-key calculator with accuracy
- Perform as a lead worker and prioritize, delegate and review work assignments, including ability to give written and oral instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a normal range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time. Occasional evening work may be required due to attendance at various board and/or committee meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years recent administrative experience including public reception in a busy office environment; technical or business school training in office occupations may substitute year-for-year for experience requirement, up to a 2-year maximum.
- Post-secondary vocational or college training preferred.
- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required.
- Keyboarding at 60 wpm.